

## CAREER OBJECTIVE

Seeking a suitable position in Accounts & Finance with a reputed Organization, where my education and experience can contribute to the enrichment of myself and growth of the organization.

## EDUCATION

Annai Mathammal Sheela Engineering College  
Namakkal – Anna University Chennai  
MBA Finance and HR - 74%  
2016

St.Dominic's College Kanjirappally- Mahatma  
Gandhi University Kottayam  
BA Economics - 51%  
2014

St.Thomas Higher Secondary School Erumely-  
Kerala State Board  
Commerce Computer - 70%  
2011

St.Mary's High school Umikuppa- Kerala State  
Board  
SSLC – 80%  
2009

Distance Education - Bharathiar University  
B. Com - 60%  
2020

## EXPERIENCE

**MOSC MEDICAL COLLEGE HOSPITAL  
KOLENCHERY – ERNAKULAM  
DEPARTMENT ASSISTANT(HR)  
TIME OFFICE SECTION  
(03/06/2019 TO STILL WORKING (3.8 YEARS))**

Prepare monthly attendance report.  
Assist with day to day operations of the HR  
functions and duties.



**AIBIN P JOSE**

**HRD Assistant/  
Accountant**

**aibinpjose44@gmail.com**

**+91 8086 552 554**

**Pullattu House  
Edakadathy P O  
Kottayam-686510**

## **TECHNICAL SKILLS**

- \*MS PACKAGE**
- \*TALLY ERP 9**
- \*SMART OFFICE**
- \*BACKBONE**
- \*LIFE HIS**
- \*GST FILING**
- \*E-WAY BILL**
- \*PAYROLL**

Enrolment of employees in the biometric machine and clear punching related issues

To co-ordinate with all the respective section (hr) to get the work done.(Recruitment, Leave and Payroll)

Collect and verify Department Duty Records and Overtime duty data.

Proper filing of department documents and third-party data.

Coordinate HR Projects(Meeting,Training,Survey..etc)

Prepare Absenteeism rate and Employee turnover ratio(Monthly).

Assist in Payroll preparation by providing relevant data(Absence, Leave, Overtime Payment... etc).

**M/S ACCOUNTS (ACCOUNTS  
CONTRACTORS AND TAX  
PRACTITIONERS) – ERNAKULAM  
ACCOUNTANT**

**04 JULY 2016 - 30 APRIL 2018 (1.10 YEARS)**

Compile and analyze financial information's and documents to prepare books of accounts and its finalization .

GST Filing, TDS and Preparation of E-Way Bills.

Maintain Cash and accurately record cash transactions.Maintenance of Day Book and ledgers  
Preparation of Balance Sheet.

Preparation of cash flow and fund flow statements  
Payroll preparation and Statutory works of company (PF and ESI).

Preparation of Purchase and Sales registers.

Monitoring Payables and Receivables.

Reconciliation of banks, creditors, debtors and Inter-Branch accounts.

Preparation of GST Bills and VAT Bills.

Daily Report submitted to MS Excel Sheet

**PROJECTS**

A Study on Quality of Work Life Among Employees in Automobile Sector with Special Reference to A.M Motors Malappuram - 2 Months

An Organization Study on Pavan Polymers in Changanacherry -1 Month

**INTERESTS**

Audit  
Financial  
Management  
Human Resource  
Management  
Administration

**CERTIFICATES  
AND WORKSHOP**

Enrolment Certificate  
for Goods and  
Services Tax  
Practitioner

Tally ERP 9

International  
Conference  
SISOMETS in GE16

Research  
Methodology &  
Career Development  
and Employability

**PERSONAL  
STRENGTHS**

Strong inter-personal  
organizational skills

Sincerity towards job  
and punctuality

Able to cope under  
pressure Very  
meticulous and  
versatile

Excellent  
communication skills

Can work  
independently or as a  
part of team

## **ACHIEVEMENT**

Enrolment Certificate for Goods and Services Tax  
Practitioner –  
Enrolment Number - 321800002620GP

MEMBER OF ALL KERALA TAX  
PRACTITIONERS ASSOCIATION

1 Year Self Working

## **DECLARATION**

Father's Name : Josekutty Chacko

Date of Birth : 03/05/1994

Mother Tongue : Malayalam

Marital Status : Married

Nationality : Indian

Known Languages : English, Malayalam,  
Hindi and Tamil

Hobby : Driving, Travelling and Swimming

Driving Licence : 34/2668/2012

Passport : K5999353

## **DECLARATION**

I hereby declare that the information's furnished  
above are correct to the best of my knowledge and  
belief

Date – 03/02/2023

Place- Kolenchery



AIBIN P JOSE