



JOMY JOSEPH KOIKARA

EXPERIENCE

June 2015 - Current

HR & ADMINISTRATIVE EXECUTIVE TVL ELECTRICALS | VIJAYAWADA

- Maintain Company Culture.
- Handle Disciplinary Actions.
- Manage Employee Benefits.
- Payroll Creation.
- Labor relations.
- Monitoring daily communications and answering any queries.
- Preparing statutory accounts.
- Ensuring payments, amounts and records are correct.
- Working with spreadsheets, sales and purchase ledgers and journals.
- Recording and filing cash transactions.
- Controlling credit and chasing debt.
- Invoice processing and filing.
- Processing expense requests for the accountant to approve.
- Bank reconciliation.
- Liaising with third party providers, clients and suppliers.
- Updating and maintaining procedural documentation.
- Preparation of Invoice, Salary slips, Quotations, Payment of Tax.
- Financial Data Collection.
- Online Tendering of Central Government Oil & Gas Companies.
- Digital Invoicing of BPCL, HPCL & IOCL.
- Recording of Monthly Employee State Insurance (ESI) & Provident Fund (PF) of Employees
- Financial Controls, E-Way Bill Generation, and Making Bank Transactions.
- Answer Phone Calls and Emails, Take Accurate and Comprehensive notes at meetings etc.
- Responding appropriately to Vendors, Clients and Internal Requests.
- Ensuring accounting department runs smoothly and efficiently.
- Make online payments for utility bills, AMC Service fees online.
- Communication and Coordination with clients for Payments & Confirmation.
- Provided accurate and timely information to management, maintaining compliance with company processes, data protection requirements and best practice.
- Trained team members on HR and administrative processes to curb learning time.
- Provided director with monthly, quarterly and weekly reports to brief about employee performance levels and HR related issues.

June 2014 - May 2015

Accounts Assistant TARANI INDUSTRIES | VIJAYAWADA, INDIA

- Performing basic office tasks, including answering phones, responding to emails etc.
- Maintaining a database, ensuring that records are complete and

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PROFESSIONAL SUMMARY

Am an enthusiastic and hardworking individual who looks forward to obtain challenging position in a reputed organization that will give an opportunity to gain more knowledge and sharpen my skills to delivering outstanding and effective performance. Organised professional with excellent clerical skills. Possesses strong character profiling and interpersonal abilities.

CORE QUALIFICATIONS

- Ability to work as part of a team and take direction accurately.
- Analytical thinker and problem solver.
- Competent IT skills, particularly proficiency with spreadsheet software.
- High level of accuracy.
- Extremely organized in a manner that is easily read by others.
- Data entry
- Decision making abilities
- Multitasking
- Computer-savvy
- Trustworthy and discreet when dealing with confidential information.
- Administrative skills.
- Employee relations

correct.

- Recording information ,Processing and Filing forms.
- Preparing Cheque Deposits, Budgets and Financial reports.
- Assisting the accountant in filing tax returns etc.
- Prepared month-end closing entries to maintain detailed reporting and recordkeeping.
- Responded to day-to-day finance queries from stakeholders, forwarding to senior staff where appropriate.

EDUCATION

2014

Master of Business Administration | Finance & Marketing
RK College of Engineering and Technology, Vijayawada, AP

- ORGANISED MANAGEMENT MEETS
- PARTICIPATED IN VARIOUS MANAGEMNET MEETS AND WON AWARDS.

2011

Bachelor of Commerce | HR & Marketing
Andhra Loyola College, Vijayawada, AP

Successfully completed a project on salary structure in insurance sector.

Organized national level management meet with the Banner "Bemus-2011".

2008

Intermediate | Commerce Economics & Civics
Andhra Loyola College, Vijayawada, AP

LANGUAGES

English: C2

Proficient

Hindi: B2

Upper Intermediate

Malayalam: C1

Advanced

Telugu: C1

Advanced

REFERENCES

- **Mr.T.RAGHAVENDRA RAO**
Proprietor- TVL Electricals
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- **Mr. M.DIWAKAR BABU**
Proprietor- Tarani Industries
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