

CURRICULUM VITAE

ELBY JOBY

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CAREER OBJECTIVE

A highly motivated graduate looking for a challenging, growth oriented, professionally rewarding, assignment in emerging technologies and to be associated with progressive organization which provide me with a dynamic work sphere, to extract my inherent skills and to be credit to the concern.

PROFILE SUMMARY

- Qualified with a B.Com Computer Application from MG University, India
- Highly proficient in MS Office, Tally Applications.
- Well organized, systems oriented & have a strong attention to details.
- Efficient, smart, reliable and hardworking.
- Can work under pressure and meet deadlines.

Educational Qualifications

2012: B.Com Computer Application from MG University, Kottayam, India

2009: Higher Secondary Certificate from Kerala State Board

2007: Secondary School Certificate from Kerala State Board

Computer Knowledge:

- MS Office
- Tally ERP 9

Field of Interest:

- Reading

Linguistic Abilities

- English (Read, Write & Speak)
- Hindi (Read, Write)
- Malayalam (Read, Write & Speak)

Experience: 8Yrs

- ❖ Worked in Prime Group of Companies Thiruvaniyoor (2012-2015) as Accountant
- ❖ Worked in Mattamkottil Tiles Granites Thiruvankulam(2016-2019) as Senior Accountant, Office In charge.
- ❖ Worked in Neema Medineeds Private Limited Thiruvaniyoor (2020-2022) as Accountant, Office In charge.

Roles & Responsibilities:

- Handling employee queries on day to day on work related issues.
- Managing accounts related issues and maintaining day to day basis ledger and updating account statement using Tally Prime.
- Payment handling for working employees.
- Maintaining Bank reconciliation statement.
- Maintaining Receipts and vouchers and updating the same in system.
- Maintaining purchases and sales records.
- Updating of cashbook as a when required.
- Handling goods dispatch section.
- Knowledge of e-Way Bill system
- Knowledge of Rubber board Return.

Personal Profile:

Father's Name : Alias Varghese

Husband's Name : Joby Kurian

Date of birth : 18/12/1991

Gender : Female

Nationality : Indian
Permanent Address : Parakkattil House
Maneed Post
Piravom Via
Ernakulam – 686664
Kerala

Declaration:

I hereby declare that the above furnished information is true to the best of my knowledge and belief.

ELBY JOBY