



JISO JOSEPH Mobile: 8220844563, + 91 9025 370265 .

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CAREER OBJECTIVE

To pursue a career in a company where I can fully utilize my analytical skills and professional experience through a highly motivating and rewarding work

PERSONAL DETAILS

Nationality : Indian
Civil Status : Single
Gender : Female
Linguistic Proficiency : English ,Hindi,Malayalam,Kannada,Tamil
Passport No : N9937650

HIGHLIGHTS & QUALIFICATIONS

- Knowledgeable in Microsoft Windows like Word, Excel, Outlook, Manual Accounting software's (Tally ERP .9, Peachtree ,Quick Books ,Tradeasy)
- Possesses a can-do attitude, highly motivated, organized and enthusiastic, able to prioritize and complete multiple tasks
- Ability to operate office machines - photocopier, fax machine, scanner and printer
- Excellent written and verbal communication skills
- Ability to work independently or as part of a team

EDUCATION

- **2012-2015, BACHELOR OF DEGREE IN BUSINESS ADMINISTRATION FROM MG UNIVERSITY ,KERALA**
- **2010-2012, HIGHER SECONDARY EDUCATION ,KERALA**
- **2010 ,SSLC,PUBLIC EXAMINATION**
- **Internship :KAMCO Pvt .Ltd Athani at Ernakulam.**

ACADEMIC PROJECT

WORK EXPERIENCE

June 2016 to December 2021
Admin Cum Accountant
Janani Hospital ,Hosur ,Tamilnadu ,India
March 2022 to September 2022
Status Documents clearing Dubai
JIP GROUP OF HOSPITALS Pallavaram September to till working

Hospital Profile

M/S Janani hospital started in the year of 2003 by Dr K Ramanuja and situated at Hosur ,Tamil Nadu State ,India. This is Secondary health care provider with 30 beds strength with multi-specialty Hospital .Janani Hospital provide all kinds of health care support like; Anesthesiology ,Cardiology, Cosmetology, Critical Care ,Dialectology ,Dental Surgery ,ENT Surgery ,Nephrology ,Neurology etc .

ADMIN

- Well Knowledge of Insurance Approval and Insurance Claim from Insurance Company .
- Provides Administrative support to ensure efficient operation office .
- Screen phone calls , schedules meetings support visitors.
- Carries out Administrative duties such filling, typing, copying , Scanning , Binding .
- Maintains polite and professional communication via phone and email .
- Maintains supplies inventory by checking stock inventory level ,anticipating needed supplies, placing and expediting orders.
- Organize office bills.
- Create, tracks and report purchase orders, Sales Invoice and sales progress.
- Business card management for the staff/team including new starters/ re orders.
- Involved in all content monitoring and posting activity for company social media channels (Website, Blog, LinkedIn, Facebook, Twitter & Instagram).
- Provides efficient and professional general administrative support to the Managing Director.

HR Coordination

- Oversee all paper work for current and new employees
- Maintain up to date details for all employees and protect operations by keeping all information confidential, regularly checking expiry dates and ensuring complete and up to date information
- Manage all staff attendance records, monitor all staff annual leave requests/ sick leaves/allowance approvals
- Maintain and prepare salary statement ,/pay slip as per relevant data(Absences ,Bonus, Leaves etc)
- Prepare payroll spreadsheet each month
- Maintain good relationships with medical insurance company

ACCOUNTANT

- Passing all the entries in ERP system directly from respective documents .
- Maintain all kinds of bank related works
- Preparation of bank reconciliation statement for every month
- Generate deposit slips after verifying accuracy of downloaded data and ensure that same along with cheques is sent to the bank on the same day .
- Preparation of invoices, sales order and purchase order
- Maintain inventory

- Follow up for payments daily basis to the customers by telephonically and personal visits
- Maintain bills payable and receivables
- Preparing financial statement up to finalization
- Maintain petty cash

