



ASTIL JOSE

CHAZHOOR HOUSE
NADATHARA, NADATHARA P. O
THRISSUR- 680751

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DOB : 26-09-1998
in : astiljoseantony

EXPERIENCE

JOHNY PAUL & CO, THRISSUR

04/2019 - 10/2019

ASSISTANT ACCOUNTANT

Prepare Vouchers, Cash Book, general Ledger, Trial Balance's, Stock Register and final statements such as Trading Profit & Loss Account, Balance sheet, and Bank reconciliation statements of different firms, prepare accounts in Tally and E filing of GST return

HIGHRICH ONLINE SHOPPE PVT LTD

12/2019 - 09/2021

ACCOUNTANT

Prepare Vouchers, Cash Book, general Ledger, Trial Balance's, Stock Register and final statements such as Trading Profit & Loss Account, Balance sheet, and Bank reconciliation statements of different firms, prepare accounts in Tally and E filing of GST return

METROPOLITAN HOSPITAL

10/2021 - till date

ADMINISTRATION DEPARTMENT

Supporting company leadership and supervising administrative department activities staff members.

Greeting office visitors and directing them to the appropriate parties.

Handling basic office tasks, such as filing, delivering mail, answering emails and phone calls, and data entry.

Coordinating schedules and managing calendars for multiple parties to ensure that activities are properly arranged with no conflicts.

documents, presentation materials, and facilities for meetings.

Entering and updating company, employee, and client records.

Ordering, storing and distributing office supplies.

Maintaining, repairing, or replacing office equipment.

Directing, reviewing, and optimizing office operations

to increase accuracy, productivity, and efficiency and

reduce costs.

Providing basic bookkeeping services

EDUCATION

ST THOMAS COLLEGE HSS THRISSUR

2014

SSLC

CHALDEAN SYRIAN COLLEGE EASTFORT THRISSUR

2016

PLUS TWO COMMERCE

CALICUT UNIVERSITY

2019

BCOM (Co- operation)

BHARATHIAR UNIVERSITY

MBA (HOSPITAL MANAGEMENT)

Grades - **Doing**

TECHNICAL SKILLS

Social Media Marketing ,Report building ,Microsoft Office ,accounting Skills ,Microsoft Excel,Tally ERP,,

REFERENCE

Mr.Eldhose Kuriakose - Public Relation Officer

Metropolitan Hospital

metropolitanhrd@gmail.com

INTERESTS

Photography , Reading, Singing

LANGUAGE

ENGLISH , MALAYALAM , HINDI

CERTIFICATES

FINANCIAL ACCOUNTING WITH TALLY ERP

CHALDEAN SYRIAN COLLEGE THRISSUR

ADVANCED M S OFFICE

CHALDEAN SYRIAN COLLEGE THRISSUR

ADVANCE DESKTOP PUBLISHING

M.D.T.C, K.V.I.C, NADATHARA, THRISSUR
