

PERSONAL DETAILS :



JOBINS CHACKO

Mobile : 8075765834

Email

Jobinschacko94@gmail.com

Address:

THAZHATHUVEETIL(H)
THACHERYIL BUILDING
CHALIKAVATTOM
VYTILA

LANGUAGES KNOWN

Language	Read	Write	Speak
English	√	√	√
Malayalam	√	√	√
Hindi	√	√	√
Tamil	-	-	√

PERSONAL DETAILS

Age & DOB	29years, 26-11-1994
Gender	Male.
Marital Status	Married.
Nationality	Indian.

PERSONAL INTERESTS:

- Travelling
- Social Networking

PERSONAL SUMMARY :

Graduate in Finance with Six Years' Experience in Accounting & Inventory Management Specialized in Financial Accounting. Proven Success in HUMAN RESOURCES DEPARTEMENT

CAREER OBJECTIVE :

To build a career with a leading corporate environment with committed and dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key player in a challenging and creative environment.

WORK HISTORY :

From JUNE 2018

**Worked as Accounts & Inventory Executive
CO-OPERATIVE TEA FACTORY AMBALAMED**

From: July 1 2018To JULY 1, 2019

Worked as Accounts Executive & HR Manager

The Job profile Includes:

- **Maintaining Books of Accounts**
- **Filing ESI & PF**
- **Managing Employee files and Expenses'**
- **Maintaining payroll.**
- **MIS Report Generation.**

From: July 1 2019 To January 2024

Worked as Accounts Executive & HR Manager

LAMOS TECHNOLOGY SOLUTIONS PRIVATE LIMITED, KALOOR

The Job profile Includes:

- **Maintaining Books of Accounts ,E-invoicing, Gst filing,**
- **Filing ESI & PF**
- **Managing Employee files and Expenses'**
- **Maintaining payroll.**
- **Preparing invoices in tally**
- **Preparing final accounts for the financial year.**
- **Managing employees and work with them as a leader**

TECHNICAL SKILL SET :

- Operating System : WINDOWS 8/xp/Vista.
- MS Office : Word, Excel, Power Point.
- Software : Tally, Microsoft Dynamics NAV ERP.

AREAS OF EXPERTISE

- ❖ Business Operations
- ❖ Team Building
- ❖ Budgetary Control
- ❖ Employee Relations
- ❖ Decision-making
- ❖ Information management
- ❖ Resource management
- ❖ Planning and organizing
- ❖ Problem analysis
- ❖ Problem solving
- ❖ Delegating tasks and responsibility
- ❖ Teamwork
- ❖ Adaptability

KEY STRENGTH

- **Strong knowledge in Accounting Policies and Ability to handle accounts finalization and reporting.**
- **Knowledge in ERP system for Inventory & Accounts.**
- **Ability to learn new technologies quickly with strong determination.**
- **Dedicated and meticulous towards the assigned works with positive attitude.**
- **Flexible to take up any kind of responsibilities**
- **Excellent analytical, interactive and interpersonal skills.**
- **Good communication and managerial skills.**

ACADEMICS

- » **Bachelor of Commerce from Marsleeva college,Rajamudy affiliated to MG University, passed with 75%.**
- » **Higher Secondary in commerce from ST.Thomas h.s.s thankamany,Idukki district, passed with 75%.**
- » **Secondary from ST.Thomas h.s.s thankamany,Idukki,passed with 72%**

DECLARATION

I hereby declare that the above information is true to the best of my knowledge and belief. I affirmatively confirm that if given an opportunity to work in your esteemed organization I will deliver my full potential in all my endeavours.

JOBINS CHACKO