

# JOMY JOSEPH

VIJAYAWADA, A.P,INDIA , | +91-6302150155 | JOMY.J09@GMAIL.COM

## 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. Organized professional with excellent clerical skills. Possesses strong character profiling and interpersonal abilities.

## Experience

---

### OFFICE & ADMINISTRATIVE INCHARGE

April 2020 to Current

#### 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.
- Provides administrative support to ensure efficient operation of office.
- Perform administrative duties such as filing, typing, scanning etc.
- Perform Complete operational requirements by scheduling and assigning administrative projects.
- Acting as a mediator between boss and Employees .

## **ACCOUNTS & ADMIN EXECUTIVE**

Apr 2018 to Mar 2020

### **TVL ELECTRICALS - VIJAYAWADA**

- Providing assistance to the HR team in recruitment and onboarding.
- Handling management of major staff meetings and annual events of the organization.
- Providing backup assistance to lead the executive administrative assistant team.
- Serving as a lead administrator for central services.
- Performing clerical and admin tasks such as receiving calls, arranging appointments and ordering workplace supplies.
- Perform daily accounting & finance duties including receivables and payables
- Prepare monthly financial and management reports for subsidiaries.
- Consolidate accounts and ensure compliance with accounting standards.
- Assist in group consolidation reports.
- Support audit and tax queries.
- Liaise with banks on banking transactions.
- Manage timely closing process and reconciliations, including for intercompany transactions.
- Support the operational teams in maintaining strong vendor relationships.

## **ACCOUNTS ASSISTANT**

Jun 2015 to Apr 2018

### **TVL ELECTRICALS - VIJAYAWADA**

- 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.

## **ACCOUNTS ASSISTANT**

Jun 2014 to May 2015

### **TARANI INDUSTRIES - VIJAYAWADA, INDIA**

- Performing basic office tasks, including answering phones, responding to emails.
- Maintaining a database, ensuring that records are complete and 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.
- Coordinating internal tasks related to accounts ensure clients receive products and Service.

## 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





## Education

---

<b><u>MASTER OF BUSINESS ADMINISTRATION, FINANCE &amp; MARKETING (70 %)</u></b>	2014
RK College of Engineering and Technology - Vijayawada, AP	
<ul style="list-style-type: none"><li>• ORGANISED MANAGEMENT MEETS</li><li>• PARTICIPATED IN VARIOUS MANAGEMENT MEETS AND WON AWARDS.</li></ul>	
<b><u>BACHELOR OF COMMERCE, HR &amp; MARKETING (65%)</u></b>	2011
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".	
<b><u>INTERMEDIATE, COMMERCE ECONOMICS &amp; CIVICS (60%)</u></b>	2008
Andhra Loyola College - Vijayawada, AP	
<b><u>SECONDARY SCHOOL CERTIFICATE (10<sup>TH</sup>) (50%)</u></b>	2006
Nirmala High School- Vijayawada, AP	

## Languages

---

<b>English:</b>	C2	<b>Hindi:</b>	B2
			
Proficient		Upper Intermediate	
<b>Malayalam:</b>	C1	<b>Telugu:</b>	C1
			
Advanced		Advanced	

## Personal Details

---

- Father Name : KV. Ummachan (Joseph)
- Gender : Male
- DOB : 19-03-1989
- Passport No : U6297989
- Marital Status : Single
- Contact No : +91-8606529072.

## Declaration

---

I hereby confirm that all the facts stated above are accurate to the best of my belief.

Place: Vijayawada

Date :

(Jomy Joseph)