



TINCY T JOSE

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Career Objective

To obtain a responsible position in accounting, sharing my 7 plus years of experience and accounting abilities to effect employer and self-growth and success.

Educational Qualification:

COURSE	INSTITUTION	UNIVERSITY	% OBTAINED	DURATION
MBA Specialization FINANCE & HR	Institute of Management in Kerala (IMK), Alappuzha	Kerala University	69%	2009-2011
Graduation BCOM	St.Xaviers College Aluva	Mahatma Gandhi University	83%	2006-2009
HDC&BM	Co-operative Training College North Paravur	State Co-operative Union	82%	2016-2017
+2/ Pre-university COMMERCE	St.Francis HSS Aluva	Board of Secondary Examination Kerala	84%	2004-2006
10 th	Nirmala HSS Aluva	Board of public Examination Kerala	80%	2004
Addl. Qual.	UGC	Advanced Diploma in E-Banking	A+	2009
Addl. Qual.	Tax Study Centre	Diploma in Practical Accounting	A	2009

Personal Details:

Name:	TINCY T JOSE
Age & DOB:	35 years, 14 DEC 1987
Sex:	Female
Nationality:	Indian
Marital Status:	Married

Strengths:

- Good analytic skills
 - Keen observer
 - Trustworthy
 - Smart working ability
 - Multitasking
 - Fast learner
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Work Experience:

- Six months experience in **Muthoot Securities** as Junior Relationship Manager.

Key areas:

- Share trading Dealer
- Updation of client account
- Back office work

- **4.2 years** experience in **Logic Software Solution Kochi** as accountant

Key areas:

- Calculation of salary, ESI, PF, overtime and incentives for staff.
- Maintenance of attendance Records and keeping track of leave and late marks.
- Keeping track of all bills due and making payments.
- Handling all daily Banking Transaction.
- Finalization of accounts.
- TDS, ESI, PF, Service tax return filing

- **1.5 years'** experience in **Radisson Blu Kochi** as Accounts Associate

Key areas

- Accounting of Service Bills
- Bank Reconciliation
- Cash Accounting and Payments
- Banking
- Forex Accounting
- Creditors Reconciliation
- Tracking of AMC
- Cheque Payments and RTGS
- Filing of Cash Book & Bank Book

Working in Cyrix healthcare Pvt Ltd as accountant from 10-10-2022

Key areas

- Handling of payments of 4 branches
- Petty cash management
- Reconciliation of ledger and bank
- Submission of timely reports

Computer proficiency

Diploma in Graphics and Information Technology (DGIT)

Tally ERP 9, SAP (Business1)

Practical E-Filing (TDS, Service Tax, Income Tax, PF& ESI)

References:

Mr Biju Joseph Jacob - Director Logic Software Solution Pvt Ltd

Contact Number: 9847350660

Mr Ajith Kumar MS- Finance Department Head Radisson Blu Kochi

Contact Number : 0484-4129999

Declaration

I do hereby declare that the facts mentioned above are true to the best of my knowledge and belief.

TINCY T JOSE

Place:

Date:
