



JOSEPH SAVIO C P

Analyst Accounting Services

Kochi, Ernakulam - 682007

Mob: 91-9846070660

josephsavio2012@gmail.com

OBJECTIVE

To work with maximum potential in a challenging and dynamic environment, with an opportunity of working with diverse group of people and enhancing my professional skills with learning and experience for career growth.

EXPERIENCE

Accounting Service Associate III (R2R)

Conduent Business Services India LLP Info Park | Cochin

Dec 2021 – Present

- Booking of daily and monthly Journal Entries based on Entity, Cost center and GL account-wise information.
- Preparing the bank reconciliation for 48 Europe Region bank accounts at the month end.
- Uploading all the reconciliations into client portal for their review
- Responsible for booking and analyzing employee's payroll.
- Booking and reviewing AGIS for inter-company transactions
- Preparation of various month end reports for management review
- Ensuring all the open items are resolved within the defined timelines.
- Managing statutory audit queries
- Collaborating with various teams

Officer - Accounts

IFB Industries Ltd | Cochin

Feb 2013 - May 2021

- Issuing credit notes to franchisees through SPU process.
- Ensuring buffer stock level.
- Indenting the materials through SAP using transaction codes.
- Invoicing of spares, accessories, essentials & Taking sales return in SAP using the transaction codes.
- Entering machine repair process in SAP using the transaction codes
- Preparing weekly SPU Submission report.
- Preparing daily branch to franchisee execution report.
- Preparing monthly SPU and Spare billing comparison report.
- Preparing monthly Defective analysis report.

Accounts/Audit Assistant
M/s Kumar & Biju Associates | Cochin

Aug 2011 - Feb 2013

- Vouching
 - Bank Reconciliation
 - Bookkeeping and Journalizing
 - Preparing final accounts using Tally ERP 9
-

EDUCATIONAL QUALIFICATIONS

- Post Graduation in M. Com Finance 2013 – 2015
M.G University
 - Bachelor's degree in B. Com Computer Applications 2008 – 2011
M.G University
-

TECHNICAL SKILLS

- Proficient in SAP (SD Module)
 - Proficient in Oracle
 - Proficient in Tally ERP 9
 - Proficient in MS Office
 - Proficient in MS Excel
-

INTERPERSONAL SKILLS

- Sincere
 - Self-motivation
 - Teamwork
 - Adaptability
 - Problem Solving
 - Time management
 - Communication
 - Attention to detail.
-

LANGUAGES

- English
- Malayalam