

Vimitha Joseph

MBA Finance

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Detail-oriented Accountant with [12] years effectively maintaining accurate accounting information for large-scale financial organizations. History working as part of financial team to manage diverse financial functions, tax management and reporting. Works closely with executive management on complex mergers and acquisitions and divestitures. Adept at managing budgets, payroll, invoicing and general accounting functions. Instrumental in keeping business operations fully compliant and working within budgetary guidelines.

Skills

Accounting packages-Tally Prime		Advanced
System involving Microsoft Office packages		Advanced
PGDCA		Advanced
Administrative oversight		Advanced
Tax accounting specialization		
Account reconciliation processes		

Work History

2023-04 -
Current

Accountant

School for Logistics and Business Studies(SLBS), Ernakulam

- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating, and cash, and banking reconciliations.
- Documented cash, credit, fixed assets, accrued expenses, and line of credit transactions.
- Reconciled accounts and reviewed expense data, net worth, and assets.
- Maintained up-to-date knowledge on professional accounting standards to manage financial recordkeeping.

2022-03 - 2023-
02

Accountant

St .Mary's Hollow Bricks Manufacturing Company , Idukki

- Tracked funds, prepared deposits and reconciled accounts.
- Collect, collate, analyse, verify and calculation of bills, invoices, ledger posting and analysing entries to prepare financial statement for the purpose of planning and control.
- Provided journal entries and performed accounting on accrual basis.
- Prepared working papers, reports and supporting documentation for audit findings.
- Used accounting software to issue tax returns and prepare consolidated reports.
- Maintain the accounts registers and books.

2020-06 - 2022-01

Co-Coordinator Accounts Department

Lourdes Hospital, Ernakulam

- Gathered and organized materials to support operations.
- Entered data, generated reports, and produced tracking documents.
- Coached employees through day-to-day work and complex problems.
- Studied processes, implemented cost reductions and developed reporting procedures to maintain administrative workflow.
- Tracked records, filed documents and maintained communication between clients to manage office activities.

2011-04 - 2020-06

Accountant

Lourdes Hospital, Ernakulam

- Reconciled accounts and reviewed expense data, net worth, and assets.
- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating, and cash, and banking reconciliations.
- Conducted technical and analytical reviews of tax returns to check for accuracy and qualified deductions.

Education

2008-09 - 2010-04

MBA: Finance

Mahatma Gandhi University - Kerala , India

2006-03 - 2008-03

Bachelor of Commerce: Commerce

Mahatma Gandhi University - Kerala , India

Software

ERP Tally Prime	
Mediware	
Microsoft Excel	

Languages

English	
Hindi	

Declaration

- I hereby solemnly affirm and declare that all the information given by me is true and correct

Reference

- Mr VINU MON V (HR SLBS MAMANGALAM , EDAPALLY)
Mob : 9778424986
- Mr BIJU PAULO (FINANCE MANAGER SLBS MAMANGALAM , EDAPALLY)
Mob : 9072540144