



PROFILE

Junior Accountant with over 2 years of experience with an ability to leverage technology, time and project management skills. Proficient in MS Applications (Excel, Word, PowerPoint). Well equipped with Tally Software. Well efficient in strategic thinking, problem solving and planning.



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Indian



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Dubai

AMAL.S. JOSE

WORK EXPERIENCE

Junior Accountant

Kalinga Distributors, Kochi

Feb 2021 - Present

- Managing the day-to-day Book of accounts.
- Handling the Accounts work.
- Interacting with the customer.
- Proficient in MS Office and Accounting systems like Tally.
- Responsible for managing the banking activities.
- Updating the Team 's activities
- Managing the team executives.

Account and Front office

Manager Pushpavadi Flowers

Sep 2020 - Jan 2021

- Maintaining the Book of accounts.
- Handling the Finances.
- Managing and updating the stocks.
- Handling the purchase and sale.

EDUCATION

- GRADUATION (2020)
- B. Com Taxation from MG University(failed)
- H S E (2017)
- St Raphael's HSS Ezhupunna
- MATRICULATION(2015)
- St Raphael's HSS Ezhupunna

KEY SKILLS AND CHARACTERISTICS

- Budget Management.
- Excellent Listener.
- Effective Time Management.
- Ability to work in a Team.
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SOFTWARE SKILLS

- ✚ MS-Office (Excel, Word
- ✚ PowerPoint Etc.)
- ✚ Tally ERP.9
- ✚ Tally ERP Prime
- ✚ Book Keeping

SOFT SKILLS

- ✚ Quick Learner Problem solving
- ✚ Integrity & Confidentiality
- ✚ Time management
- ✚ Team building
- ✚ Reliability & Accuracy
- ✚ Multi-Tasking
- ✚ Well Focused
- ✚ Ability to work under pressure.
- ✚ Excellent communication skills

LANGUAGES

English
Hindi
Malayalam
Tamil

ACTIVITIES AND INTERESTS

Photography
Travelling

Reference

Will be provided upon request

Declaration

I hereby declare that all the above details are true and correct to the best of my knowledge and belief

Amal s jose

