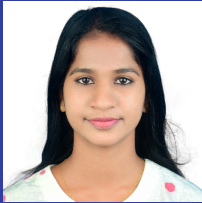


JOSPHIN MARY JUSTIN



Contact

@ Josphinjo123@gmail.com

+971582280920

Al Quoz, Ind 2, Dubai

<https://www.linkedin.com/in/josphin-mary-justin-a52314261>

Personal Details

Date of Birth : 11/10/1996

Nationality : Indian

Passport : V2741410

Gender : Female

Visa status : Visiting visa

Skills

Tally ERP.9 80%

MS Excel 100%

Winman CA ERP 80%

MS Word 80%

Powerpoint 80%

Problem solving and Time management 100%

OBJECTIVE

To employ my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise

EXPERIENCE

Rangamani & Co Chartered Accountants Lekshminada, Kollam

Accounts Assistant	October 2021 - October 2022
Posting journal entries and updating all financial and income statements	
Maintaining accounts receivable and accounts payable	
Preparing financial reports	
Assisted in Income Tax filing & auditing, internal audits and Company Audits	
Assisted in handling various software like Winman CA ERP and Tally ERP.9	

Aabasoft Technologies, Vismaya Building, Infopark Kochi

BPO Executive	December 2020 - September 2021
Managing large amounts of inbound and outbound calls and emails	
Identifying customer needs, clarify information and providing solutions	
Maintaining records of the conversation with the customer and analyze the data	
Attending training sessions to stay updated on changes in company policies	

Manivelil Xerox and Printers Kollam,Kerala

Junior Accountant cum Admin	December 2019 - November 2020
Answering and directing phone calls, Organizing and scheduling meetings	
Maintaining petty cash and staff claims on a timely basis	
Assisted finance manager in preparation of financial statements and reports	
Managing administrative duties such as filing, typing, copying, scanning etc.	

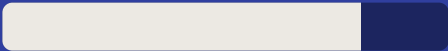
Customer service and Positive Attitude 100%



Attention to detail and organizational skill 100%



Critical Thinking and Accurate 80%



Strong written and verbal communication 100%



Languages

English

Malayalam

Hindi

Tamil

EDUCATION

Kerala University 2018
Bachelor of Commerce in Computer Application
67.43 GPA

Kerala Higher Secondary Examination Board 2015
Higher Secondary
75%

CERTIFICATIONS

Certificate in Computerized Accounting

DECLARATION

I hereby declare that all the information given above is true and correct to the best of my knowledge.

Josphin Mary Justin