

Jimmy V Joseph

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Visa Status: Visit/Tourist Visa (03/09/2023-01/11/2023)



AREAS OF INTEREST AND MAIN CAPABILITIES:



PROFESSIONAL EXPERIENCE:

1:ST: Mary's Rice Bazar (Kochi, Kerala, India)

[Manager, Wholesale/Retail Grocery Store] Sep 2018-June 2023

Key Responsibilities

- Manage daily operations of store and meet its goals.
- Provide excellent customer services for sales growth.
- Act as Cahier
- Maintain and review Accounts Payable and Receivable process.
- Post and process journal entries to ensure all business transactions are recorded.
- Prepare and submit weekly/monthly reports
- Handle Petty cash.
- Prepare monthly/yearly closing of accounts.
- Assist in financial audits, general ledger preparations.
- Perform inventory control to avoid over stock and low stock.
- Assign daily workload and schedules to staffs.
- Creating Accounting entries and Book-keeping procedures.
- Checking both inflow and outflow cash transactions.

2: Conduent Business Services LLP (Kochi, Kerala, India)

June 2016-Aug 2018

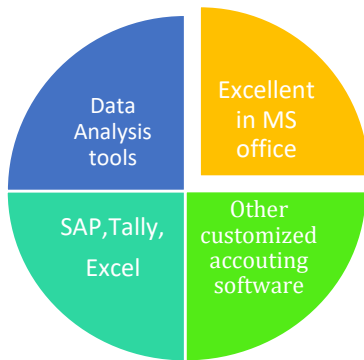
Key Responsibilities

- AP Payment Process
- Customer Service
- Creating Accounting entries and Book-keeping procedures.
- Finalization and maintaining books of accounts for the clients.
- Tax Calculation (VAT) based on the nature and location of the business.
- Daily Workflow Report
- Maintain and review Accounts Payable and Receivable process.
- Maintaining vendor database, vendor invoice verification, Audit and payments.
- Following the emails from customer service and taking action on time.
- Interacting with the Clients, for process clarifications.
- Ensuring financial reports are up to date.
- Attend monthly review meeting with Clients.
- Analysing & research on avoiding duplicate payments by doing First Strike on daily basis.

INTERPERSONAL SKILLS:



Accounting Software:



Personal Details

Date of Birth : 21st SEP 1993
Fathers Name : Joseph V.V
Civil Status : Married
Languages : English, Hindi & Malayalam
Nationality : Indian
Passport No. : N9499384
Hobbies : Travelling

ACHIEVEMENTS:

- Eagle award for best performance in 2017
- Qwick Solver Project in 2018
- MS Excel- ISO Certified
- Tally ERP 9.0- ISO Certified

EDUCATIONAL BACKGROUND:

Master of Commerce: Naipunnya Institute of Management and Information Technology Affiliated by UNIVERSITY OF CALICUT, Calicut, Kerala, India.
Major in Finance & Accounting, Taxation, and Management.

Bachelor of Commerce: Naipunnya School of Management Affiliated by UNIVERSITY OF KERALA, Trivandrum, Kerala, India.
Major in Computer Applications, Accounting and Management.

DECLARATION:

I HEREBY DECLARE THAT THE INFORMATION PROVIDED ABOVE IS AUTHENTIC AND TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

PLACE : DUBAI

YOURS FAITHFULLY,
JIMMY V JOSEPH