

Jimmy V Joseph

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OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization.

EXPERIENCE

St.Marys Rice Bazar- Kochi, India

Manager

Sep 2018 - June 2023

Key Responsibilities

- Manage daily operations of store and meet its goals.
- Provide excellent customer services for sales growth.
- Act as Cashier
- 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.

Conduent Business Services LLP- Kochi, India

Accounting Associate

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.

EDUCATION

Calicut University, Kerala, India

2016

M.com Finance

Kerala University, Kerala, India

2014

B.com Computer Applications

SKILLS

Good Communication Skill, Problem Solving, Keen Learner, Team Player with strong work ethics, Ownership of Task Assigned, Self Motivated & Independent Worker

Tally ERP 9.0, MS Office, SAP,

ACHIEVEMENTS & AWARDS

Eagle Award for best performance in 2017, Qwick Solver Project 2018

LANGUAGES

English Hindi Malayalam