



JOSY JOSEPH

Personal Details

Viva building , Al karama
Dubai, UAE

Date of birth: 30/12/1995

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Nationality: Indian

Passport no: P4658524

Visit visa expiry:
22/11/2023

Languages Known

English

Hindi

Malayalam

Tamil

Certification

Tally ERP 9

PROFILE

Accurate and detail- oriented accounts professional skilled at managing accounts. Maintaining all accounting records and file, effective communicator with great analytical skills and excellent teamwork abilities. Presently seeking an accountant job with a modern financial institution

WORK EXPERIENCE

Accountant Cum Forex Cashier

Coral Bay Resort, BAHRAIN |2019 – 2020

- Dealing various currencies as per the needs of customers such as Bahrain dinar, US dollar, Saudi riyal, Kuwaiti dinar, Indian Rupee.
- Handling of various currencies exchange rate and the method of conversion
- Collects payments by accepting cash, cheque or charge payments from customers and make change for cash customers.
- Resolve customer issues and answers questions
- Balances cash drawer by counting cash at beginning and end of work
- Preparation of all account records with journal voucher
- Handling petty cash & accounts payables
- Managing the preparation of bank reconciliation
- Analysis profitability & income statement, profit and loss & balance sheet

Accountant Cum Cashier

Bharat Gas, India | 2020 – 2023

- Reconciled accounts & reviewed expense data, net worth, and assets
- Documented cash, credit, fixed assets, accounts receivables and payables.
- Recording daily cash functions like account tracking, payroll, and wage allocations
- Reviewed business operations & obligations to help organization functions at acceptable level
- Analysing stock details and updating
- Collect payments whether cash or credit
- Handle merchandise returns and exchange.

EDUCATION

- **Kerala University |2016 – 2018**
M.com Finance
- **MG University, Kerala |2013 – 2016**
B.com Finance

SKILLS

- Friendly and positive attitude
- Excellent customer service
- Attention to detail
- Software proficiency
- Critical thinking
- Problem solving