



JOHNCY JOSEPH

Contact

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PERSONAL QUALITIES

Good Communication
Time Management & Teamwork
Natural Leadership
Takes Initiative
Computer Skills
Innovation

LANGUAGES KNOWN



English, Hindi, Tamil, Malayalam

COMPUTER LITERACY

MS-Office(Word ,Excel, Power-point,
(Outlook)

CARRER ABRIDGMENT

To achieve a challenging position in a professional organization through self - improvement by excelling in all responsibilities with sincere hard work, dedication and commitment to work towards the development of the organization and grow with it.

EDUCATIONAL HISTORY

- ❖ **MahatmaGandhiUniversity of kerala-2010-2013**
- ❖ **Class12th|June2008-2010-Under Kerala Board of Higher Secondary Education**
- ❖ **Class10th|June2007-2008 -Under Kerala Board of Higher Secondary Education**

CERTIFICATIONS

- ❖ **Professional Diploma in Computerized Financial Accounting**

PROFESSIONAL EXPERIENCE

- Worked in All Kerala Bankers Association Head Office- Kerala,India as Cashier from 01-06-2014 to 31-05-2015.
- Worked in Kossamattam Finance Delhi Ganesh nagar,India as Customer sales executive from-06-06-2015 to 28-05-2016.
- Worked in Muthoot Fincorp puthupally-Kerala,India as Customer sales executive from 01-11-2016 to 31-12-2020.
- Worked in Stop & Shop Supermarket,Kerala,India as Customer sales executive from 08-01-2021 to 12-01-2022.
- Worked in Muthoot Fincorp ,Kerala,India as Cashier from 14-01-2022 to 31-12-2023.

JOB DESCRIPTION

- Answering Phone calls,Schedule Meeting and Support Customer relations.

INTERESTS

Reading
Volunteering
Community
involvement

PERSONAL DATA

DOB:13/07/1993
Sex : Female
Nationality : Indian
Marital Status:Married
Father'sName: Joseph
Religion : Christian

PASSPORT DETAILS

PassportNo:N8819156
Date of issue:21/03/2016
Date of expiry:20/03/2026
Place of issue :Cochin

VISA DETAILS

Visa Status : Visit Visa
Date of issue : 01/02/2024
Date of expiry : 29/03/2024

REFERENCE :

Upon request

- Provide Administrative support to ensure efficient operation of office.
- Preparing Transfer Vouchers.
- Ordering and Receiving the goods and materials from Supplier & Vendor.
- Managing Accounting activities to ensure compliance with accounting principle, policies and external audits.
- Collected and Analyzed Clients data and financial transaction documenting accounting control procedures.
- Preparing financial documents such as invoices, bills, account payables and receipts
- Prepare and verify statements required by accountant, including monthly, quarterly and yearly tax documents and statements.
- Maintained Financial records and ensure proper recording of operations required to financial workflow
- Manage Client interaction and promote positive relationship with stakeholders, subcontractors and suppliers.
- Participate in meetings as required
- Proceed all the transactions as efficiently and timely
- Responsible for receiving and coding all incoming invoices, receipts and payments of all company cash including deposit and transfer.
- Maintain a friendly and welcoming attitude providing excellent customer services.
- Responsible for Administration duties, Such as Invoicing, Data entry, Activity reports etc.

DECLARATION

I ensure that I shall tackle any professional challenges keeping in pace with company goals and objectives. I do hereby declare that the above information is true to best of my knowledge.

JOHNCY JOSEPH