

Emmanuel Johnson

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Dubai, UAE



PROFILE SUMMARY

Motivated and detail-oriented professional with an MBA in Marketing and Finance, coupled with hands-on experience in accounting and auditing. Proficient in MS Office, Tally, seeking a position where I can leverage my analytical skills and financial expertise to contribute to organizational success while continuing to grow in my career.

WORK EXPERIENCE

Alphonse & Co Chartered Accountants

August 2021 – September 2022

Position: Accounts and Audit Assistant cum Office Admin

Responsibilities:

- Prepares financial statements.
- Posting Purchase, Receipts, Payment Invoices.
- Performed Bank reconciliations.
- Administrative Support, Documents Management.
- Assist on Audits.

EDUCATION

- MBA (Finance & Marketing)

October 2022 – July 2024

APJ Abdul Kalam Technological University, Trivandrum

CGPA: 6.88

- BCom (Bachelor of Commerce)

University of Kerala, Trivandrum

June 2017 – August 2021

PROJECT AND INTERNSHIP

RELIANCE TRENDS

12th April 2024 - 16th May 2024

Position Assigned: **Retail Store Management**, Topic: **Customer Preference and Buying Behavior**

Responsibilities:

- Oversee daily operations to ensure the store runs smoothly.
- Maintain store cleanliness, organization, and inventory levels.
- Motivate and lead the team to achieve sales targets.

RELIANCE HAMLEYS

19th May 2023 - 26th July 2023

Position: **Fun Consultant**

Responsibilities:

- Provided personalized recommendations, Visual merchandising
- Managed GRDC and Verification of GRN s., Billing and Cash Management

TECHNICAL SKILLS

- **Microsoft Office:** Word, Excel, PowerPoint, Outlook
- **Tally Prime**
- **GCC VAT Knowledge**

SOFT SKILLS

- Leadership
- Teamwork
- Communication
- Adaptability

CERTIFICATES

- Tally Prime January 2022

ACHIEVEMENTS AND AWARDS

- **First Place Winner, Marketing Game Competition at Rajdhani Institute of Engineering and Technology, Trivandrum.**
Recognized for exceptional strategic acumen and innovative marketing solutions that led to securing the top position in a competitive environment.

LANGUAGES

- English
- Malayalam
- Tamil
- Hindi

PERSONAL DETAILS

- Date Of Birth: October 10, 1999
- Nationality: Indian
- Passport Number: V2739116

DECLARATION

I hereby declare that the information provided is true and accurate to the best of my knowledge.

Emmanuel Johnson

India