JAISON JOSE

Accountant- 8 years of Experience

📞 +971567396038   @ jaison89434669@gmail.com, **Passport No: T9627062, Visa status- Visit Visa**

EXPERIENCE

Assistant Branch Manager

Bharat Financial Inclusion Ltd

📅 10/2023 - 06/2025   📍 Kerala

- Handled day-to-day accounting processes to drive financial accuracy
- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and cash and banking reconciliations
- Preparation of daily, monthly and annual reports
- Ensuring strong follow up for interest collections

Accountant Cum Cashier

Bharat Financial Inclusion Ltd

📅 01/2023 - 09/2023   📍 Kerala

- Preparation of financial statements, Projected and Provisional Balance sheet
- TDS calculation and filing
- Cash handling
- Assist with reviewing of expenses, payroll records etc
- Bank reconciliation
- Sales and purchase entries
- Ensure timely bank payments
- Assist senior accountants to prepare financial statements in time

Cashier

Bharat Financial Inclusion Ltd

📅 01/2017 - 12/2022   📍 Kerala

- Communicated with customers to identify needs and expectations
- Maintained and managed customer files and data bases
- Helped large volume of customers everyday with positive attitude and focus on customer satisfaction
- Kept accurate records of all customer interactions and transactions
- Provided excellent customer service by efficiently resolving issues and responding to inquiries
- Collected customer information and analyzed customer needs to recommend potential products or services

EDUCATION

Bachelor of Commerce(B.COM)

MG University

📅 2013 - 2016   📍 Kerala

- Bachelor of
- Commerce(B.COM)

SUMMARY

Accountant Seeking a challenging and growth-oriented position that will permit me to use and enhance my skills effectively and efficiently and to perform work in an efficient and professional manner and in accordance with project specification and industry standards.

LANGUAGES

English
Proficient ●●●●●

MALAYALAM
Native ●●●●●

Hindi
Proficient ●●●●○

Tamil
Proficient ●●●●○

SKILLS

Balance Sheet	Quickbooks
Microsoft Office	Microsoft Suite

Tally	Excel	Payroll	SAP

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