

BASIL JOJU DUBAI, UAE

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Education

Mar Athanasius College (MG University)
Bachelor of Vocational Studies

June 2020 – Jan 2024
Ernakulam, India

- Key Subjects: Financial Accounting, Business Regulatory Framework, Income Tax Law and Practice and Goods and Service Tax (GST)
- Developed a solid foundation in accounting, financial management and tax regulations.

Experience

KSM Enterprises
Document Controller

April 2024 – Jan 2025
Ernakulam, India

- Providing documents to support client needs.
- Document and maintain workflow and processes in use on projects.
- Capturing and recording important data in Excel and Word.
- Responsible for arranging meeting packs, maintaining office filing system, typing letters, preparing Excel spreadsheet reports.
- Provide status tracking and expediting of all internal document reviews in accordance of contract requirement.

Glossy Associates
Junior Accountant – Trainee

Oct 2022 - Jan 2023
Ernakulam, India

- Handling monthly journal entries, accounts and various ledgers using Tally ERP 9.
- Input tax credit reconciliation (GSTR 2A, GSTR 2) to minimize differences, identifying, tracking, and communicating vendor-wise input tax allowances.
- Maintaining and reconcile petty cash transactions.
- Assisting in preparing profit and loss statements, balance sheets, and other reports.

Key Projects and Publications

Research project Consumer Perception and Consumption of Organic products 2022-2023

- Conducted a primary research study to assess the consumption patterns and perception of organic products among residents of a Taluk.
- Designed surveys and conducted interviews with 100 consumers across different demographics.
- Compiled data into a comprehensive report with insights and recommendations to enhance awareness and accessibility of organic products.
- Strengthened skills in research methodology, data analysis and report writing.

Technical and Behavioral Skills

Financial Reporting & Analysis | Advanced Excel & Data Analysis | Business Communication | Client Relationship Management | Cross-functional Teamwork | Time & Workflow Management | Performance under Deadlines | Critical Thinking | Strategic Problem Solving

Languages Known

- **English** – Professional Proficiency
- **Hindi** – Working Proficiency
- **Malayalam** – Native Speaker