



# JIBIN K JOHNSON

## ACCOUNTANT

### PROFILE

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To work in a professional organization which can provide me constant learning and experience leading to growth and improve my skills to achieve both organizational and personal growth.

### WORK EXPERIENCE

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#### R Mart Supermarket (Kerala, India)

August 2020 to August 2023

- Handling financial records, maintain transactions and audits.
- Tracking payments to internal and external stakeholders
- Preparing budget forecast
- Processing tax payment and returns.
- Development and implementing strategies for marketing.
- Organizing campaign, exhibition promotional events.
- Conducting market research and analysis

#### Delta Computers (Kerala, India)

December 2018 to July 2019

- Transcribes source data into the required electronic format.
- Transfers information from paper formats into computer files using keyboards, data recorders, or optical scanners.
- Performs high-volume data entry using word processing, spreadsheet, database, or other computer software.

### EDUCATION

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#### Bangalore City University (Pursuing)

Master of Business Administration HR & Marketing

#### Mahathma Gandhi University, 2015-2019

Bachelor of Commerce & Computer Application

### ACHIEVEMENT AND AWARDS

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Diploma in Computerized Financial Accounting

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 jibinkjohnson1998@gmail.com

 Ajman, UAE

### PERSONAL DETAILS

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Passport Details : Y8529202

Date of Issue : 12-10-2023

Date of Expiry : 11-10-2033

Place of Issue : Trivandrum

Date of Birth : 17-01-1998

Nationality : Indian

### VISA STATUS : VISIT VISA

### SOFTWARE SKILLS

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- Tally ERP 9
- MS Office
- Photoshop

### SKILLS

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- Bookkeeping
- Tax Filing
- Data Entry
- Cost Reduction
- Management
- Public Accounting

### LANGUAGES

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- English
- Malayalam
- Hindi
- Tamil