



## JESBIN P JOY

Dubai-UAE

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Email:

jesbinpjoy2@gmail.com

### PERSONAL DETAILS

**Nationality:**

India

**Date of Birth:**

16/05/1997

**Passport No.**

T8518564

**Issued Date**

01/10/2019

**Expiry Date**

30/09/2029

**Languages:**

English, Hindi, Tamil

Malayalam

**Visa status:**

Visit visa

Visa Issue Date: 21 April-2024

Visa Expiry Date: 21 June-2024

### SKILLS

Excel Skills, Data Entry

### INTERESTS

Reading Books, Traveling,

Playing Games,

Swimming

## CAREER OBJECTIVE

To integrate the professional qualifications, skills and work experience in Sales with my personal interest for a challenging work ultimately leading to the value additions to the organizational goals.

### Strength & Profession:

- Hard Working Attitude
- Efficient Time Management
- Effective Utilisation of Skills
- Highly Responsible
- Good Communication Skills

### ACADEMIC CREDENTIALS

- **2020-2021 Kerala State Rutronix, Real InfoTech Sultan Bathery Professional Diploma Course in Financial Accounting Completed**
- **2016-2019 Kannur University Bachelor of Commerce with Corporation Completed**
- **2014-2016 Board of Higher Secondary Examination of Govt of Kerala Higher Secondary Educations Completed**
- **2013-2014 General Education Department of Govt of Kerala Secondary School Educations Completed**

### EXPERIENCE

- **HTRZ MODZ Inventory Department**  
Manikanth 73, 100 Feet Ring Road, Btm 2nd Stage, Bengaluru, Karnataka, 560076  
27/10/2022 -30/06/2023  
**Roles & Responsibilities**
  - Devise ways to optimize inventory control procedures
  - Inspect the levels of business supplies and raw material to identify shortages
  - Ensure product stock is adequate for all distribution channels and can cover direct demand from customers
  - Record daily deliveries and shipments to reconcile inventory
  - Use software to monitor demand and document characteristics of inventory
- **CA Thomas Cs& Associates Manathavady Accountant**  
**01-08-2021 -05/09/2022**  
**Roles & Responsibilities**
  - Accounting, Journal Entries and Taxation Matters, Vouching,
  - Excel Skills, Gst Returns, Data Entry,
  - Practiced as a Concurrent Audit Assistant at Federal Bank

### Declaration

The above details are true and correct in the best of my knowledge and belief. I promise to render satisfactory services with loyalty and devotion if I appointed in your esteemed organization.

Jesbin P Joy