



JOSWIN JOSHY

MBA HUMAN RESOURCE MANAGEMENT

SUMMARY_

Motivated and detail assistant accountant with 1 years of experience and cashier with 7-month experience. Seeking a challenging position in accounting to contributing to an organization's financial success.

CONTACT_

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📍 Dubai, UAE

PERSONAL DETAILS_

- Nationality : Indian
- DOB : 11-04-2000
- Gender : Male
- Marital Status : Single
- Visa Status : Visit Visa
- Visa Exp : 15-02-2024
- Passport No : V8075522
- Expiry Date : 20-03-2032

SKILLS_

- Analytical and Critical Thinking
- Strategic Planning
- Market Research
- Financial Analysis
- Teamwork and Collaboration
- Communication Skills
- Time Management
- Leadership

LANGUAGES KNOWN_

- English
- Malayalam
- Hindi

EDUCATION_

- ❖ **Masters of Business Administration: MBA Human Resource Management** in Bharathiar University in Tamil Nadu 2020 – 2022
- ❖ **Bachelor of commerce: B.COM Finance** Nirmala College of Arts & Science College in Meloor of B.COM Thrissur 2017– 2020
- ❖ **Higher Secondary Education** BVM HSS kalparamba 2015 - 2017
- ❖ **Secondary School Education** ST. MARY'S H.S.S Irinjalakuda 2015

JOB EXPERIENCE_

- ❖ **Cashier – Johns Honda, Kerala India from 15 August 2022 - 31 March 2023**
 - Provides a positive customer experience with fair, friendly, and courteous service.
 - Registers sales on a cash register by scanning items, itemizing and totaling customers' purchases.
 - Resolves customer issues and answers questions.
- ❖ **Assistant accountant – Great Scaffolding Factory, Kerala, India from 01 April 2021 to 31 march 2022**
 - Collaborate with Financial Managers and other team members to successfully execute various accounting tasks
 - Maintain company ledgers and daily financial transactions
 - Create financial documents such as bills, invoices, pay-orders, payables, receivables and purchase orders

ADDITIONAL SKILLS_

- ❖ Tally ERP
- ❖ Microsoft Office
- ❖ VAT 5%
- ❖ ZOH0s

CERTIFICATION_

- ❖ HR Specialist
- ❖ Certified Accounting Technician
- ❖ GST Beginner