



Jofin John

Accountant

My Contact

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📍 AlKhail Gate, Dubai

Personal Details

- Passport No. S3408988
- Visa Status
Issue date. 30-05-2023,
Valid Until. 28-07-2023
- Date of Birth: 07/05/1997

Hard Skill

- Advanced Excel
- Tally Pro
- IDS Next v7

Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking

Languages

- English
- Malayalam
- Hindi
- Tamil

Education Background

- Sankara Institute of Management and Science, Coimbatore.
Masters in Business Administration
Completed in 2020
- St.Gregorious College, Kottarakara
Bachelor in Commerce,
Major in Finance and Taxation
Completed in 2018

Projects

- A study on investment decision in salaried persons with special reference to govt. employees.
- A study on inbound logistics process and supply chain management in KSE LTD

About Me

Dedicated and detail-oriented Financial Accountant with almost 2 year GCC experience in Income auditing and 3 year general accounting experience in India. Eager to apply proven-budget maximization skills for Primrose Hospitality W.L.L in monitoring, maintaining, and completing client invoicing and reconciliations. Special interest in Accounts receivables, payables, purchase and also love to work in supplychain and logistics, export import.

Professional Experience

Primrose Hospitality W.L.L Manama, Bahrain|
Income Auditor (Receivables and Credit Controller)
2021 (July) - 2023 (March)

Key responsibilities:

- Analyze current and past financial data and transactions
- Look at recent financial performance and identify trend
- Prepare reports on the above information and communicate the insights of these reports to the broader business
- Dealing with Accounts Receivables, Accounts Payables
- Handling Credit card matters and disputes with banks, credit reconciliation, Proper placing of POS Machines and handling POS Machine related issues
- Preparation of travel agent commissions, Artist Commissions
- Making invoices, Daily sales reports, Sales calendar and Preparing sales journal vouchers, Weekly Debtors Follow up, Monthly Debtors agewise reports, Monthly Revenue reports.
- Preparing of quarterly and Monthly GOSI and VAT

Reshma Office Solutions | Office Assistant

2018 (March) - 2021 (April)

Key responsibilities:

- Record Keeping, Handling online challans payments and helping students in competitive exams, data management,
- Computerized Attendance and data entry and contributed to typing work in the office.

Achievements/Certifications

2019 - 2020 - Organised NAYA FEST at SIMS

2017 - 2018 - Organised Commerce Fest Synergo at SG College Kottarakara

2019 July - Professional Diploma in Computerised Financial Accounting.

2015 August - Certification in PC Hardware And Networking