

JOFIN GEORGE

ACCOUNTANT

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EXPERIENCE

ACCOUNTS EXECUTIVE

ARCHANA TRADING COMPANY (FMCG INDUSTRY)

01/2021 - 08/2024 Kerala,India.

- Managed all aspects of financial accounting, including bookkeeping, audit support, and preparation of financial statements.
- Ensured accurate bank reconciliation, tax filing, and inventory reporting, ensuring compliance with all relevant regulations.
- Processed invoices, prepared customer statements, and maintained accurate records.
- Improved inventory management accuracy by 10%, leading to a 5% reduction in stock-out rates.
- Streamlined tax filing processes, resulting in a 15% reduction in processing time.

ACCOUNTS ASSISTANT

SOUQ AL BALADI HYPERMARKET

11/2019 - 11/2020 Corporate office - Doha,Qatar.

- Reconciled accounts, prepared financial reports, and managed petty cash, ensuring accuracy and timely completion.
- Assisted with auditing, accounts payable, and banking operations, ensuring smooth financial processes.
- Implemented a new accounting software, leading to a 10% increase in efficiency and accuracy of financial data entry.

ACCOUNTS EXECUTIVE

EKA ENTERPRISES (FMCG INDUSTRY)

10/2016 - 11/2019 Kerala,India.

- Managed financial transactions, ensuring accuracy and timely processing.
- Reconciled bank accounts, prepared tax returns, and managed inventory control, ensuring compliance with regulatory requirements.
- Processed invoices, prepared customer statements, and provided cashier services.
- Streamlined tax preparation processes, leading to a 15% reduction in filing time.

JUNIOR ACCOUNTANT

BHIMA JEWELLERS

03/2016 - 09/2016 Kerala,India.

- Created and maintained journal entries, maintaining exceptional accuracy throughout.
- Posted accounts receivable payments made by cash, cheque or credit card payments.
- Provided financial analysis and support to different departments, helping to drive business decisions based on financial insights.
- Conducted regular bank reconciliations to verify accuracy of transactions and maintain financial integrity.

LANGUAGES

English

Hindi

Tamil

Malayalam

SUMMARY

Driven accounting professional with established knowledge of accounting principles to execute in-depth financial audits and deliver comprehensive financial reports. Seeking a more challenging position within an organization that allows for further career advancement.

EDUCATION

BACHELOR OF COMMERCE

ANNAMALAI UNIVERSITY

06/2018 - 07/2021 Tamilnadu,India.

- Financial Accounting | Auditing | Commercial law | Insurance | Corporate Accounting | Banking | Insurance | Cost and Management Accounting

PROFESSIONAL DIPLOMA IN COMPUTERIZED FINANCIAL ACCOUNTING

KERALA STATE RURAL WOMEN'S ELECTRONICS INDUSTRIAL CO-OPERATIVE FEDERATION LTD.

09/2016 - 04/2017 Kerala,India.

- Office suite | Accounting(Tally & Peachtree) | Financial accounting

SKILLS

Accounts payable Logical reasoning

Data entry operation Data analysis

Accounting software proficiency

Critical thinking Administration

Active listening Product knowledge

Problem solving Relationship building

Client engagement Bookkeeping

Time management Planning

Accounts receivable Presentation

Accounts reconciliation Billing clerk

Communication Financial accounting