



JOSNA GEORGE

Al Nahda, Sharjah

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CAREER OBJECTIVE

To occupy a challenging position that would enhance my technical and interpersonal skills for the organization and to offer opportunity to continually learn and expand my knowledge acquired through being employed as a professional.

AREA OF INTEREST

- Accounting
- Logistics & Supplychain Management
- Computer
- Human Resources
- Administration
- Sales

PERSONAL & TECHNICAL SKILLS

- 🕒 Microsoft Excel expert and Proficient in Microsoft Office tools
- 🕒 Creative thinker & Solution-oriented
- 🕒 Team player & can thrive under pressure
- 🕒 Good communication and interpersonal skills
- 🕒 Ability to quickly adapt to changing clients and business dynamics.
- 🕒 Employee relation and social initiatives
- 🕒 Self motivated person and can take up challenging work.
- 🕒 Proficient in TALLY ERP9

CERTIFICATION

I spent one year for doing the following computer courses to achieve more knowledge on such areas. This did not stop me from gaining skills to apply towards my future.

- ❖ MS OFFICE – Word
PowerPoint
Excel
Access
- ❖ TALLY
- ❖ PEACHTREE
- ❖ TATA EX
- ❖ DAC EASY
- ❖ WINGS

NATIONALITY

Indian

MARITAL STATUS

Married

GENDER

Female

PASSPORT DETAILS

Passport No: P8677290

Date of issue: 14-03-2017

Date of Expiry: 13-03-2027

Place of Issue: MALAPPURAM

DATE OF BIRTH

MARCH 31,1995

COMPUTER SKILLS

Tally ERP9, Peachtree,
MS Office Word, Excel,
Tata EX, DAC Easy, Wings,
Internet explorer

LANGUAGES KNOWN

English (Read, Write & Speak),
Hindi (Beginner)
Malayalam (Read, Write &
Speak),

AREAS OF STRENGTHS

Good team player, flexibility,
problem solver, Adaptive,
Interactive, Dynamic
& Pleasant,
Good Analytical Skills.

ACADEMIC AND PROFESSIONAL QUALIFICATION

Graduation	Specialization	Year	Class/Grade/ Percentage	University
MBA	Logistics & Supply chain management	2015-2017	Second Class	Bharathiar University
B.com	Co-Operation	2012-2015	First Class	University of Calicut
HSC	Commerce with computer application	2010-2012	70%	Board of higher secondary examinations, Kerala
S.S.L.C		2009-2010	65%	Board of public examinations, Kerala

EXPERIENCE

- ⌚ Accountant at Edivanna Vanitha Sahakarana Sangam (Co-operative Society) – 2019-2020
- ⌚ Jr Accountant for One year at Valluvanadu Nidhi Limited – 2022-2023

PERSONAL DETAILS

Father's Name	George
Mother's Name	Jolly
Spouse Name	Sajo Joseph
Date of Birth	31/03/1995
Permanent Address	Karikkatt House Edivanna PO Peruvampadam Malappuram Pin - 679329
State	Kerala
Marital Status	Married
Religion	Christian
Nationality	Indian
Languages Known	Malayalam, English, Hindi
Driving License - Indian	71/7096/2015

DECLARATION

I hereby declare that the above information is true and correct to the best of my knowledge and belief, and I bear the responsibility for the correctness of the above mentioned particulars.

Josna George

*Supporting Documents and References will be provided on request *