



JOJO JOSEPH

Accountant

Contact Details

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No 114/A , Puthenpurayil
Thodupuzha, Idukki 685601

Nationality : India
Date of Birth : 21-03-1988
Gender : Male

EDUCATION

Bachelors - Business Management
Institution - St Josephs College
Moolamattom,India
University - MG University,

Diploma - Accounting
Institution - JN Education Trust
Thodupuzha, India
University - JN University,

PROFESSIONAL SUMMARY

Emerging accounting professional ready to develop career foundation with expanding operation. Dedicated to keeping records accurate and controls tight to meet all business needs. Systematic and well-organized with strong attention to detail, mathematical acumen and GAAP knowledge.

Work Experience

Senior Accountant -October 2021 to Present

Global Constructions –Thodupuzha, India

- Created quarterly and yearly balance sheets to track financial trends and performance.
- Analyzed monthly balance sheet accounts for corporate reporting.
- Adept at managing budgets, payroll, invoicing and general accounting functions. Instrumental in keeping business operations fully compliant and working within budgetary guidelines.
- Created periodic reports comparing budgeted costs to actual costs.
- Organized Accountant with 10 years of involvement in managing accurate accounting information, tax return support, and bookkeeping
- Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Prepared monthly bank reconciliations.

Accountant & Cashier October 2017 – July 2021

Cochinscaffolding Pvt Ltd –Ernakulam, India

- Created quarterly and yearly balance sheets to track financial trends and performance.
- Prepared monthly bank reconciliations
- Highly proficient in handling money and operating POS systems.
- Keeps cash drawers accurate and secure with smooth payment processing and no losses.
- Audit preparation and reporting.
- Knowledgeable Accountant proficient in laws and procedures governing business operations, tax filings and regulatory compliance.

Skills

- Tally ERP.9
- MS Office
- Excell Accounting

Languages

- English - Advanced
- Hindi - Fluent
- Malayalam - Fluent
- Tamil - Intermediate

Social Media

Twitter : JOJOJO2421

Linkedin : jojoseph2022@gmail.com

Assistant Manager Purchase & Store -June 2015-July 2017

K T Mathew & Co -Muvattupuzha, India

- Experienced purchasing management professional skilled in improving procurement cost-efficiency. Networks and negotiates strategically to meet stock demands. Coordinates buying and logistics to achieve delivery targets.
- Accomplished supply and distribution manager with strengths in personnel management, systems organization and logistics oversight.
- History keeping materials moving smoothly and on-time with expert management of ongoing operations and special projects.
- Expert in coordinating dispatching and resolving problems.

Accountant - September 2012 –May 2015

Newtech Constructions - Muvattupuzha, India

- Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Organized Accounts Assistant knowledgeable in various accounting programs and possessing solid computer skills. Experienced in handling bookkeeping activities and correcting account errors
- Prepared monthly bank reconciliations
- Audit preparation and reporting.

Accounts Executive - June2009 – June 2012

Vettoor Constructions & Engineers Pvt Ltd - Kottayam,India

- Ambitious student with strong motivation to master business development and account management..
- Engaging and personable with ability to increase business opportunities through dynamic marketing strategies, effective communication skills and dedication to customer service.
- Skilled in planning and operations management.

Jojo Joseph