

## Jimmy V Joseph

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### OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization.

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### EXPERIENCE

#### **St.Marys Rice Bazar- Kochi, India**

Manager

*Sep 2018 - June 2023*

#### **Key Responsibilities**

- Manage daily operations of store and meet its goals.
- Provide excellent customer services for sales growth.
- Act as Cahier
- Maintain and review Accounts Payable and Receivable process.
- Post and process journal entries to ensure all business transactions are recorded.
- Prepare and submit weekly/monthly reports
- Handle Petty cash.
- Prepare monthly/yearly closing of accounts.
- Assist in financial audits, general ledger preparations.
- Perform inventory control to avoid over stock and low stock.
- Assign daily workload and schedules to staffs.
- Creating Accounting entries and Book-keeping procedures.
- Checking both inflow and outflow cash transactions.

#### **Conduent Business Services LLP- Kochi, India**

Accounting Associate

*June 2016 - Aug 2018*

#### **Key Responsibilities**

- AP Payment Process
- Customer Service
- Creating Accounting entries and Book-keeping procedures.
- Finalization and maintaining books of accounts for the clients.
- Tax Calculation (VAT) based on the nature and location of the business.
- Daily Workflow Report
- Maintain and review Accounts Payable and Receivable process.
- Maintaining vendor database, vendor invoice verification, Audit and payments.
- Following the emails from customer service and taking action on time.
- Interacting with the Clients, for process clarifications.
- Ensuring financial reports are up to date.
- Attend monthly review meeting with Clients.
- Analysing & research on avoiding duplicate payments by doing First Strike on daily basis.

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### EDUCATION

#### **Calicut University, Kerala, India**

2016

M.com Finance

#### **Kerala University, Kerala, India**

2014

B.com Computer Applications

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**SKILLS**

Good Communication Skill, Problem Solving, Keen Learner, Team Player with strong work ethics, Ownership of Task Assigned, Self Motivated & Independent Worker

Tally ERP 9.0, MS Office, SAP,

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**ACHIEVEMENTS & AWARDS**

Eagle Award for best performance in 2017, Qwick Solver Project 2018

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**LANGUAGES**

English Hindi Malayalam