



C. V.

SIJO JOSE

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 Visa status: On visit from 23- 04-2024

Passport No.R9763437
Date of Expiry – 12-march-2028

With the past experience gained by me, I primarily concentrated on Accounting and financial functions. However, I also possess the expertise to manage the accounting aspects of the business, utilizing software like Tally and Busy. This position encompasses a wide range of responsibilities, Maintain strong relationship with customer and build trust, Understand needs and provide solutions, Provided direct support to clients and clients accounts where I played a vital part in various aspects of the companies' operations..With a strong educational background (BBA in Finance, and MBA), I aim to apply my proficiency in data-driven decision-making, sales strategy development, and customer-centric approach to drive business growth. Proficient in MS Excel and Accounting Software, I am dedicated to ensuring accurate and compliant financial records while fostering positive client relationships that drive business growth.

Date of Birth: 29-04-1997
Nationality: Indian
Gender: Male
Marital Status: Single
Current Address:
Al Nada
Sharahj
United Arab Emirates

WORK EXPERIENCE

❖ REPUTED WHOLESAL FOODSTUFF TRADING COMPANY

Assistant Accountant and Cashier
December 2021 – December 2023 | Muscat, Oman

RESPONSIBILITIES

- Managing the company's accounting.
- Experienced with Tally and Busy Software.
- Managing the financial affairs of the Company
- Client Relations.
- Financial Statement Preparation
- Accounts Payable and Receivable
- Journal Entry posting
- Financial Analysis
- Receive the daily sales cash
- Handling company bank transactions
- Reconciliation of accounts
- Daily cash deposit entry

❖ ESAF MICRO FINANCE

Sales Executive
May 2017 - May 2018 | Thrissur, India

- Building up Client Relationship
- Develop and maintain positive relationship with customer
- Market Surveys.
- Microfinance Project Management:
- Internal Audits.
- Cooperative Development:
- Project Status Monitoring.
- Client Education:
- Team Collaboration
- Performance Reporting.

Academic Qualification

- MBA in Marketing & HR (2018-2020) with Sahrdaya Institute of Management Studies, Thrissur, Kerala
- BBA Finance from University of Calicut, Calicut, Kerala.

ACCOUNTING SKILL

- ❖ Accounting software (TALLY & BUSY SOFTWARE)
- ❖ Journal and Voucher Entries
- ❖ Invoice Processing
- ❖ Book Keeping
- ❖ Banking Reconciliation
- ❖ Basic Knowledge of VAT

SKILLS

- ❖ Microsoft Office
- ❖ Financial Analysis
- ❖ Financial Reporting
- ❖ Problem-solving
- ❖ Multi tasking
- ❖ Attention to details
- ❖ Analytic skills
- ❖ Customer Relationship Management
- ❖ Work Ethic
- ❖ Team Work
- ❖ Time Management
- ❖ Maintaining Quality Control
- ❖ Continuous Learning and Skill Development

LANGUAGES

- ❖ ENGLISH - Read-Write & Speak
 - ❖ ARABIC (spoken)
 - ❖ HINDI
 - ❖ MALAYALAM
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