

JOSNA JOSE

Kunnathoor (H)
Karthikapuram (PO)

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Profile Summary

- Sincere and result oriented
- Multi- tasking with good communication skills
- Area of Interest – Accounting, Financing, HR

Highlights

- Financial statement Analysis
- General Ledger Accounting
- Reporting proficiency
- Analytical
- Organized
- Detailed Oriented
- Budget Forecasting
- Team Leadership
- Knowledge in Tally, MS Excel, Other Office tools

Experience

Syro - Malabar Church Internet Mission
28 June 2016 - Current

Kakkanad, Ernakulam
Accountant

Key Responsibilities

- ✓ Revise and streamline inefficient work procedures with automation software.
- ✓ Collaborate extensively with auditors during preliminary and audit process.
- ✓ Investigate and resolve discrepancies in monthly bank accounts while under tight deadlines.
- ✓ Educate management on strategies minimize tax liability.
- ✓ Analyzed cost and revenue to project future trends.
- ✓ Salary Process.

Education Details

- Bachelors of Commerce
 - University of Kannur (2013-2016)
- Higher Secondary
 - Board of Higher Secondary Education Kerala
- SSLC
 - Board of Higher Secondary Education Kerala

Basic Details

- Gender: Female
- Marital status : Married
- Nationality: Indian
- Blood Group: AB+
- DOB : 27-02-1996
- Language : English, Malayalam

Reference

HR Executive

Syro-Malabar Church Internet Mission (SMCIM)

Mob : 8590259471

Declaration

I do hereby declare that the above given information are true & correct to the best of my knowledge and belief.

Place: Kakkanad

Date: 19.05.2022



Josna Jose