**CURICULUM VITAE**

JOSE

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**OBJECTIVE**:

I intent to build a career with a reputed and progressing organization with committed and dedicated people which will help me to explore myself fully and realize my potential. And my great desire is to work abroad.

**WORK EXPERIENCE:**

|  |  |  |
| --- | --- | --- |
| **NAME OF COMPANY** | **POSITION** | **PERIOD** |
| **MARIA MANAGEMENT SERVICES –**  Kochi, kerala**.** | ACCOUNTANT | 1st August 2016 to 30th September |
| **ABC FACILITY & SECURITY MANAGEMENT PVT LTD**  Kochi, kerala**.** | Asst.Accountant | 1st December 2015 to 31st July 2016 |
| **INDRIYA HOTELS & RESORTS**  Munnar, kerala. | Asst. Accountant | 1st August 2014 to 31st October 2015 |

**ACCOUNTS EXPERICENCE:**

* To manage book of accounts & related activities.
* To deal with different banks , maintain balances and bank reconciliation statement
* To file return of sales tax and service tax.
* Experienced in controlling Debtors & Creditors and preparation of debtors & creditors outstanding list and reporting to management
* Have experience in Tally accounting
* Experience in preparation of payroll with team.
* Diplomatic and Excellent in public relation and office administration.

**CURRENT STATUS:**

I am currently working in KROMBERG & SCHUBERT as Technical Assistant in Dubai.

**ACADEMIC QUALIFICATION:**

|  |  |
| --- | --- |
| **Name of Exam** | **Board, University and Year** |
| M. COM | Indira Gandi National Open University  2017 |
| Post Graduation Diploma In International Business operations | Indira Gandi National Open University  2017 |
| B.COM | Loyola college , Chennai  2009 - 2012 |
| Diploma In Computer Application | CSC Computer Software College |
| Plus Two | Tamilnadu state board  2009 |
| S.S.L.C | Matriculation  2007 |

**PERSONAL SKILLS**

* Self motivated and work in stressed working environment.
* Believe in hardworking because it has no substitute.
* Toil with team and individually in the same spirit.
* Work with result oriented mind set.

**COMMUNICATION SKILLS**

Language proficiency in English, Tamil, Malayalam, Hindi.

**COMPUTER LITERACY**

* MS Windows (operating Systems)
* MS Office (Excel, Word, Power Point, etc.)
* Tally.ERP 9

**PERSONAL DETAILS:**

Date of Birth : 04.04.1991

Age : 25 years

Nationality : Indian

Marital Status : Single

Religion : Christian

Languages Known : English, Malayalam, Tamil, and Hindi.

**PASSPORT DETAILS**

Name : Jose

Date of Birth : 04.04.1991

Place of Birth : Angamaly

Place of Issue : Madurai

Date of Issue : 27.08.2015

Date of Expiry : 26.08.2025

**DECLARATION:**

I hereby declare that above mentioned details are correct and complete and of my knowledge.

JOSE