

### JOSEPH

### Dubai

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| **OBJECTIVE**To pursue highly challenging career in the field of Accounts, Audit and Finance where I would apply my knowledge , experience and ideas to develop high caliber professional skill and effective management technique by proactive research and development activities to ensure protection of interest of industry and emerge as a good corporate professional |

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| Profile |

* Bachelor of Commerce (B.Com) from Mahatma Gandhi University.
* Able to do computerised accounting and preparing financial statements of different business organizations.
* Acquired hands on experience in income tax audits, audits as per companies act and procedure for maintaining ledger and day books .
* Abilities in preparation of Audit reports.

**EDUCATIONAL QUALIFICATION**

**Degree Board/University Year**

* B. Com Mahatma Gandhi University, Kerala 2014
* 12th Board of H.S. Education, Kerala 2011
* 10th Board of Secondary Education, Kerala 2009

**PERSONALITY & STRENGTHS**

* Ability to work in a fast-paced Environment
* An effective communicate with good analytical, negotiation & co-ordination skills.
* Self-Motivated and ability to take initiative.
* Strong Administration skills
* Creative problem solver
* Excellent time management skills
* Able to handle multiple tasks

**WORK EXPERIENCE**

* Worked as accounting and auditing staff under C.A N.Sudarsanan& Com. (Chartered Accountant) for a period of 2.1 years from 5th October 2015 to 23rd November 2017.

**AREA OF INTEREST**

* **Accounts, SalesSupervisor, Admin &HR Assistant**

**KEY SKILLS**

* Good accounting knowledge
* Overall office administration
* Accounts and Document Control
* Customer relationship
* Inventory & Store management

**COMPUTER SOFTWARE SKILLS**

* MS Office packages (Excel, word and Power point)
* Tally 7.2 , 9 and ERP 9

**PERSONAL PROFILE**

Nationality : Indian

Date of birth : 20-12-1993.

Sex : Male

Marital Status : Single

Visa Status : Visiting Visa (Valid up to 28-3-2018)

Language known: English,Malayalam and Tamil.

**DECLARATION**

 I hereby declare that the above information are true and correct as per my knowledge

Dubai JOSEPH