

**RESUME**

Jomcy

[**jomcy-390011@2freemail.com**](mailto:jomcy-390011@2freemail.com)

**CAREER OBJECTIVES**

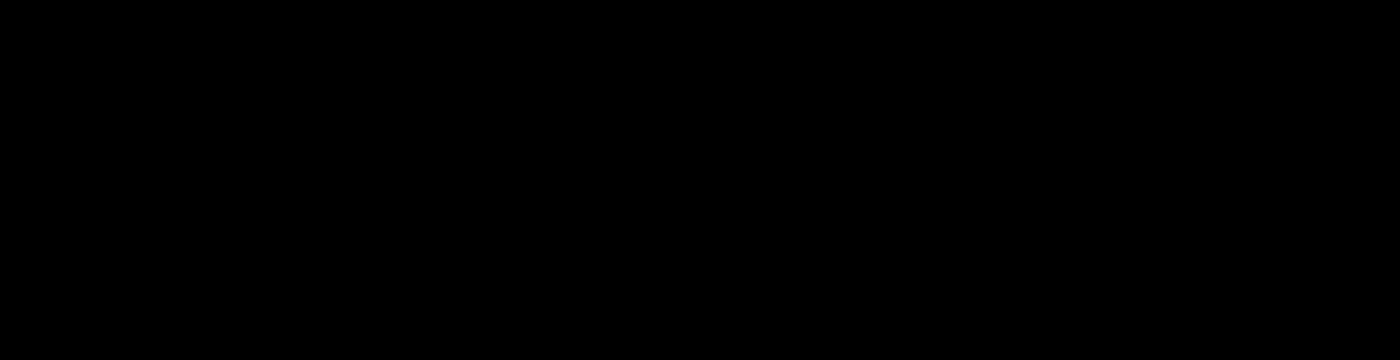


To hold responsible and challenging position in an organization that will enable me to utilize and develop my analytical and interpersonal skills, work hard with sincerity to fulfill the goals of the organization.

**PROFESSIONAL PROFILE**



A result oriented professional with 3 years experience in accounts and 8 years experience in Sales. Expertise in managing end to end accounts of an organization. Strong communication Skill in handling the customer and day to day activity of Organization activities.



**PROFESSIONAL EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization** | **Designation** | **Period** | |
|  |  |  |  |
| KBC Wonderhomes | Accountant | 04.12.2017 To 31.01.2019 | |
| Changanacherry |  |  |  |
| St. Mary’s National School | Accountant | 1.10.2015 To 30.09.2017 | |
| Pasighat |  |  |  |
| Manna Bakery | Salesman with Cashier | 2007 To 2015 | |
| Mallappally | (Part time job) |  |  |
|  |  |  |  |

**RESPONSIBILTIES**



* Preparing Daily Bank Statements for Fund Allocation . Ensuring the daily deposits to Bank from the branches. Allocating the collection details including cash, cheques.
* Maintaining Salary sheet of employees.
* Daily Reconciliation of bank accounts with banks.
* Accounting Sales, Credit Note, Purchase and Debit Note.
* Books all expenses bills and making their payments.
* Handling and Follow up of the creditors and debtors including making and collecting payments.
* Preparing Sales order and Purchase order.
* To assist the Accounts Manager in his daily activities and statements.
* Daily Report preparation.
* To participate in the weekly meeting organized by accounts department. To submit various reports related to sales, payments, debtors list.
* Reconciliation of all general ledger journal entries , purchase & sales.

**EDUCATIONAL QUALIFICATION**



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| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
| **Exam Passed** | **Discipline/** | **Institution Studied** | **Board/** | **Year of** |  |
| **Specialization** | **University** | **Passing** |  |
|  |  |  |
| B.COM | Marketing | St.Thomas College | MG University | 2013 |  |
| Kozhencherry |  |
|  |  |  |  |  |
| Plus Two | Commerce | CMS HSS Mallappally | Kerala Higher | 2008 |  |
| Secondary Board |  |
|  |  |  |  |  |
| S.S.L.C | General | CMS HSS Mallappally | Kerala State Board | 2006 |  |
|  |  |  |  |  |  |

**COMPUTER SKILS**



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| --- | --- |
| **Office Packages** | MS Word & Excel, Windows 7 & Windows 10, Tally ERP9 |
|  |  |
| **Other Exposure** | Scanning, Internet, E-mail *etc.* |
|  |  |

**LANGUAGES KNOWN**

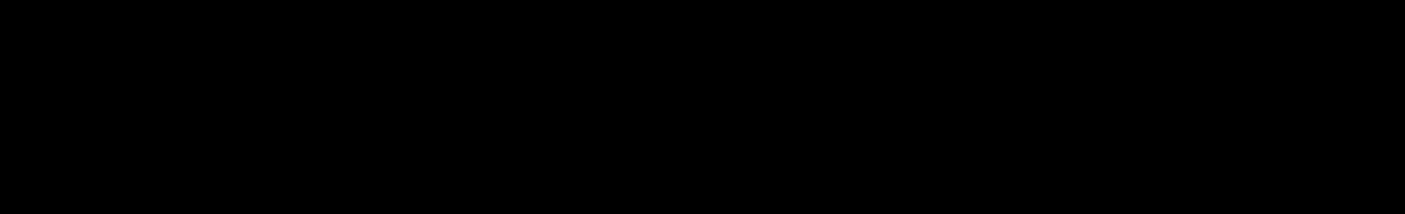


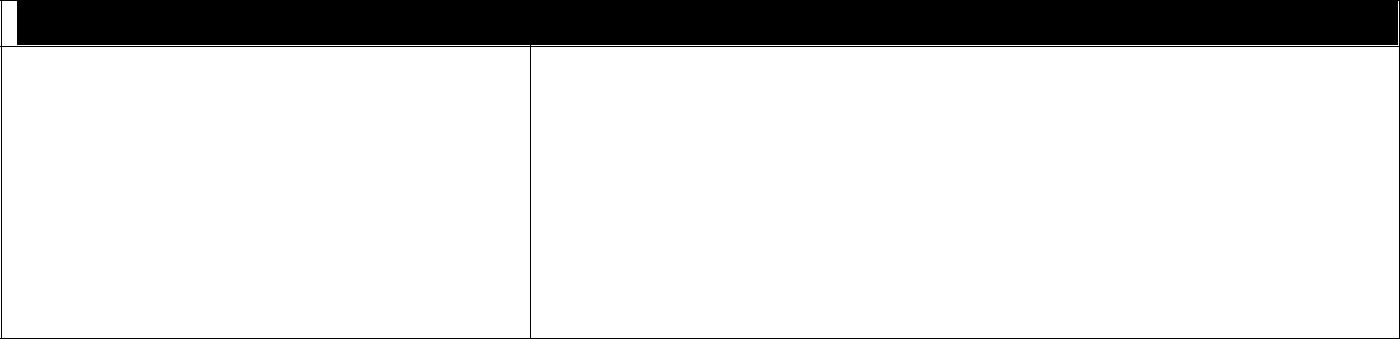
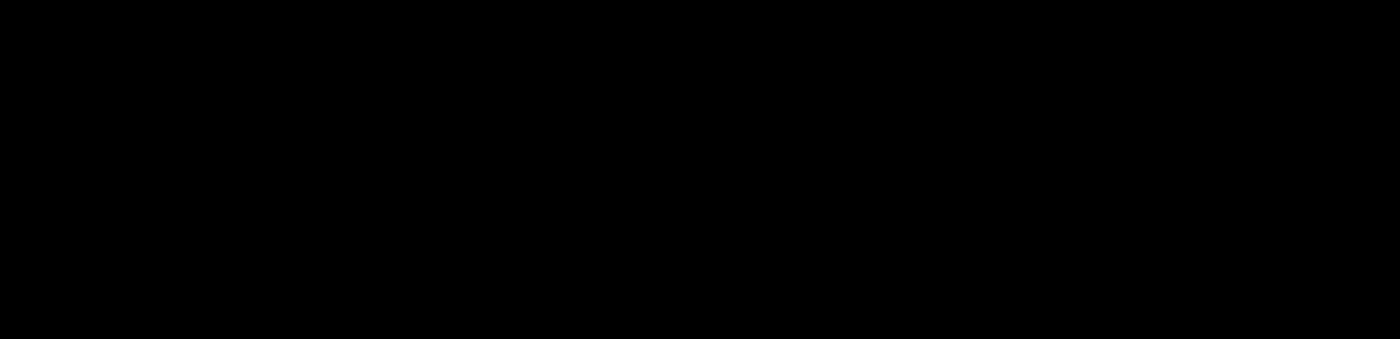
 English , Malayalam, Tamil & Hindi.

**KEY SKILLS AND COMPETENCIES**



* Strong Excel skills.
* Willing to take extra responsibilities to get the work done.
* Ability to handle pressure.
* Briefly I like to inspire instead of manage.





**PERSONAL INFORMATION**

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| **Name** | Jomcy Cherian |
| **Date of Birth** | 08.05.1991 |
| **Sex** | Male |
| **Marital Status** | Single |
| **Religion** | Christian |
| **Nationality** | Indian |

