

***PERSONAL DETAILS***

NAME : Mr.TINO JOSEPH

ADDRESS : PURAMUTTATHU

KUMARAMKARY PO,

CHANGANACHERRY

KERALA.

CONTACT NUMBER : **9895497840**

E-MAIL : [tinojoseph09@gmail.com](mailto:tinojoseph09@gmail.com)

DATE OF BIRTH : 04-08-1989

GENDER : MALE

RELIGION : CHRISTIAN

NATIONALITY : INDIAN

**SKILLS**

* Able to maintain all accounting works up to finalization including purchase, sales, Bank reconciliation, payroll, Receivables and payable, statutory works etc.
* Cash handling perfectly.
* Able to provide efficient customer service and billing.

**SUMMARY OF EMPLOYMENT HISTORY**

* TOTAL YEARS OF EXPERIENCE:  **8.9 Yrs.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the**  **Company** | **Department** | **Designation** | **Duration** |
| St.Gregorios Cardio Vascular Centre, Parumala,  Kerala,India | Accounts | Accountant | 06/04/2015  To  21/10/2020 |
| Muthoot Fincorp Ltd, Changanacherry,  Kerala,India | Operations  (branch) | Customer service executive | 09 /01/ 2012  To  05/04/2015 |

**DETAILED EMPLOYMENT HISTORY**

**1)Company/Hospital** : St.Gregorious Cardio Vascular Centre,

Parumala,Pathanamthitta,Kerala-

**Type Of hospital** : Superspeciality

**Annual Turnover : € 6.1 million**

**DATE** : 09-04-2015 to 21-10-2020

**JOB TITLE** : **Accountant**

**Duties and Responsibilities:**

* To assist General Manager and generate different reports for the purpose of managerial decision making.
* To verify sales bills of relevant sections
* To perform daily collection of cash from various sections & cross check collection against bills.
* To prepare monthly sales reconciliation & bank reconciliation.
* Purchase and other bills are to be verified and processed in time
* To Prepare and issue cheques to various parties
* Statutory returns like GST , TDS etc are to be prepared and filed in time
* To monitor physical stock verification & verify the reports
* Records/documents preparation in compliance to audits, ISO etc.
* Petty cash management system is to be done perfectly
* Charity fund management is to be done efficiently.
* To verify salary statements.
* To ensure PF/ESIC/Labor welfare fund payments to government authorities.
* To generate various reports to top authorities for decision making.
* Sales analysis & ratio analysis are to be done efficiently
* Adjustment entries like prepaid expenses, accrued income etc. are to be passed on the basis of detailed workings on year end.
* Bills receivables & payables are to be monitor systematically.
* To monitor reception and billing staffs’ activities and avoid all kind of malpractices

**2)Company** : Muthoot Fincorp Ltd,

1St Floor,Kvalam Royal Square,

S.B College Road,Changanacherry.

**Type Of Industry** : Banking & Finance

**Nature : NBFC (Non Banking Financial Conpany)**

**Annual Turnover : € 141 million**

**DATE** : 09-04-2012 to 05-04-2015

**JOB TITLE** : **Customer Service Executive**

**Duties and Responsibilities:**

* To identify the financial needs of customers
* To provide all kinds of financial products like gold loan, fixed deposits, money transfer, insurance etc to customers.
* To maintain proper documents and records.
* Cash handling to be done perfectly
* To achieve branch targets and individual targets.
* Gold appraisal is to be done efficiently

**EDUCATIONAL QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Institution** | **Board/University** | **Year** |
| ICMAI(Intermediate)-  Oral Coaching Completed | Kottayam Chapter | ICMAI | November 2011 |
| B.Sc. Mathematics | S.B. College, Changanacherry | M.G. University, Kerala | 2007–10 |
| Plus Two | S.B.H.S.S., Changanacherry | Kerala Higher Secondary Board | 2007 |
| S.S.L.C. | S.B.H.S.S., Changanacherry | Kerala Board | 2005 |

**COMPUTER KNOWLEDGE**

* **Tally ERP9** , MS Office , Programming Techniques

**STRENGHTS**

* Patient, Honesty, Dedication, Hardworking,
* Optimist and Friendly nature

**EXTRA CURRICULAR ACTIVITY**

* Playing Cricket, Badminton.

**Reference**

**1)Mr.George K Babu 2)Mr.Thomas K Alexander**

General Manager Audit Consultant

St.Gregorios Cardio Vascular Centre BSc,FCAI

Parumala,Kerala,India Parumala, Kerala,India

Tel. 0091 9446419696 Ph:0091 8281633031

Mail Id : georgekbabusgcvc@gmail.com

**Declaration**

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

Place: Kumaramkary

Date: 08-02-2020 **TINO JOSEPH**