



# JOEL JOSE

## Junior Accountant

### SUMMARY

To work with a growing organization where i can apply, enhance and grow my experience and knowledge in the field of Finance Management for the development of both organization and myself.

### CONTACT DETAILS

Phone Number : 9902307482  
Email I'd: joel997jose@gmail.com  
Address : Thiruvalla, Kerala

### LANGUAGE

- English
- Hindi
- Malayalam

### EXPERTISE

- Management Skills
- Recruiting
- Financial Analysis
- Negotiation
- Critical Thinking
- Strategic Thinking

### SKILLS SUMMARY

Microsoft Excel	<div><div></div></div> 90%
Tally / i-cube	<div><div></div></div> 81 %
HR Management	<div><div></div></div> 87%
Microsoft Office	<div><div></div></div> 70%

### EXPERIENCE

#### **Accountant AT Mini Industries: Rourkela, Odisha (August, 2023 - April,2024)**

- Oversaw the financial records and accounts as an accountant.
- Led the implementation and management of the online platform, overseeing orders and product dispatch
- Utilized cost accounting skills to track and analyze production costs, including raw materials, labor, and overhead expenses
- Proficient in managing inventory accounting, including monitoring raw materials, work-in-progress, and finished goods
- Implemented inventory control tactics to reduce carrying costs and maintain optimal stock levels
- Managed accounts payable processes, ensuring timely payments to vendors and suppliers
- Cultivated strong vendor relationships while overseeing payment operations

#### **Junior Accountant and Primary Teacher at MGM MODEL SCHOOL, Naya Raipur, Chhattisgarh ( June 2019 - April 2021)**

- Supported the senior accountant in bank file preparations and ESI for over 50 employees and fees collection of 300 students annually
- Diligently managed financial records and administrative documents as the school accountant
- Spearheaded school activities to foster a dynamic learning environment
- Formulated and executed a strategic plan to optimize school resources, leading to a 25% reduction in operational costs and a 30% improvement in overall facility maintenance standards
- Led interactive storytelling sessions and grammar workshops, resulting in a 20% improvement in students' language proficiency levels and enhancing classroom engagement and participation

### EDUCATION

All India Management Association, New Delhi  
**Post Graduate Diploma in Finance Management  
2021-2023**  
CHRIST UNIVERSITY, BANGALORE  
**Bachelor of Arts in Psychology & English  
2015 - 2019**