



JINTO KARIMALA JOSEPH

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Flat No. 13, Building No. 1398, Road 225, Block 302,
Manama, Kingdom of Bahrain

DL No.850394910; Expiry:14.05.2027

WORK EXPERIENCES

Senior Accountant and Showroom Head

Clean & Pest Links W.L.L & Al Sherooqi Services

July 2018 - Present

- Company Accounts operations, Handling Showroom, Outdoor Sales and Purchases of Showroom.
- Provides financial information to management by researching and analyzing accounting data; preparing reports
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Assisting with annual audit preparations.
- Preparing tax return and filing
- Substantiates financial transactions by auditing documents.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing data base backups.
- Maintains financial security by following internal controls.
- Prepares payments by verifying documentation, and requesting disbursements.
- Accomplishes the result by performing the duty.
- Contributes to team effort by accomplishing related results as needed.
- Investigating and resolving audit findings, account discrepancies, and issues of non-compliance.
- Contributing to the development of new or amended accounting systems, programs, and procedures.
- Performing other accounting duties and supporting junior staff as required or assigned.
- Coordinating accounting functions and programs.
- Assisting with preparing and monitoring budgets.

ABOUT ME

A dedicated professional with a passion for helping others taking ownership of their own learning. Skilled in providing data-driven instruction. Adept at enhancing team performance, and proactively identifying opportunities for development and advancement.

CAREER OBJECTIVE

To make a promising career in an organization where my hard work and dedication will escalate me to the pinnacle of success while contributing to the growth of the organization.

LANGUAGES

Home language - Malayalam
Other language – English, Hindi, Tamil

ACADEMIC

Bachelor's Degree (B. Com)

Calicut University, 2005 – 2008

Plus Two

I J M H S Kottiyoor, Board of Examination Kerala, 2003 – 2005

SSLC

G H S S Manathana, Board of Examination Kerala 2002

TECHNICAL SKILLS

- Highly detail-oriented and organized.
- Ability to meet a constant stream of deadlines.
- Proven ability to work both independently and collaboratively with different levels of employees.
- Superior analytical and problem-solving skills.
- Familiarity with accounting software and programs.

COMPUTER SKILLS

Accounting Software

- Tally ERP 9
- Core Banking System

Other Software

- Microsoft Office (Word, Excel, Power Point)
- Open Office (Word, Excel)
- Visual Basic
- Web Designing

WD – Branch Manager

ITC Ltd (Millennium Associates & Malabar Distributors)

April 2015 – April 2018

- Branch Operations, Verifying all Accounts operations, Handling Sales Operations
- Checking and verifying various files that are submitted to the top management for sanction.
- Perform and supervise general office activities, such as greeting visitors, filing, photocopying, faxing, processing outgoing and incoming mail, routing and screening all incoming calls, and distributing messages to appropriate team members.
- Oversee the preparation, analysis, negotiation, and review of invoices related to purchasing goods and supplies.
- Monitoring and rectification of official issues with consultation with Asst. Manager and submitting the report of the same to the top management.
- Monitoring Increments of staff members are given in due date and submit the report to top management on yearly basis.
- Verifying and sanctioning daily vouchers
- Daily bill checking and clearing irregularities.
- Verifying system stock and Godown stock regularly.
- Verifying daily cash book with system software.
- Leading Gate meeting with DS (Distribution Salesman)
- To be adept at supervising other employees in a fair, consistent manner
- To increase sales and resolving disputes or other issues that arise among employees.
- To be track the sales report, and should be reporting to higher authorities amongst the monthly sales (value & volume) and noting area in need of improvement.
- To ensure the smooth function of branch business.
- To manage all the business and transactions of the branch.
- Building an overall sales department forecast and plan
- Creating a marketing structure to support the sales force
- Managing the proposal pipeline
- Focusing on, evaluating, and selling large-order opportunities
- Structuring and managing sales support staff
- Structuring sales territories & compensation

Senior Accounts Executive

Muthoot Finance LTD

June 2010 – September 2014

- To verify Business reports on daily basis and submit to Branch Head and the same should be sent to regional office.
- Prepare Bank Reconciliation Statement on Monthly basis and same should be sent to Regional Office before 5th of every month
- Preparing Salary Confirmation Report of Branch Staff and the same should be send to Regional Office.

HOBBIES & INTERESTS

- Travelling
- Listening Music
- Cocking
- Watching Movies
- News Reading
- Sports (Cricket, Foot Ball, Tennis & Badminton)

PERSONAL DETAILS

Nationality : Indian
Date of Birth : 31.03.1985
Gender : Male
Marital Status : Married
Passport No. : M7531177
CPR No. : 850394910

DRIVING LICENSE

License No. : 850394910
Issue Place : Kingdom of Bahrain
Issue Date : 15.05.2022
Expiry Date : 14.05.2027

- Follow up and rectifying all Audit irregularities along with the Branch Head.
- Ensuring that Money Transfer and Foreign Exchange Customers are attended properly and give a good service to them.
- To ensure General Ledger Posting and filling of all reports and vouchers etc..
- CBS (Core Banking System) implementation and maintaining.
- In the absence of Branch Head, handling Branch operations very smooth and clear.
- Handling Branch Bank Account and Managing Fund Transaction.
- Packing of Gold Loan with Branch Head.
- Releasing of Gold Ornaments.
- Business Development Responsibilities like meeting to Big Ticket Customers in Gold Loan and Bond and Meeting with Branch Staff regarding recovery of interest collection and Business Development.
- Visiting customers personally for business development and recovery of interest collection.
- To monitor and support to Marketing activities for Business Promotion.

Accountant

Jeevan TV

December 2008 – January 2010

- assist with the preparation, analysis and verification of accounting records, financial statements and reports to ensure accuracy and adherence to reporting and procedural standards
- maintain the general ledger operations
- support the month end close process
- audit, process and pay vendor invoices in an accurate and timely manner
- reconcile invoices to purchase orders and bill customers
- collect, categorize, calculate, verify and enter data to maintain accurate records
- assist with budget development and financial forecasting
- monitor and analyze budget variances
- assist with tax filings
- coordinate audits in accordance with internal and external procedures.

Declaration:

The above information is true to the best of my knowledge and assures you that, could serve up to your Expectation if provided an opportunity.

Date:

Place: Manama, Kingdom of Bahrain

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