



# ALBERT JOSE

FINANCE | MARKETING

## CONTACT

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L: Bangalore, Karnataka, India.

## PERSONAL DETAILS

DOB: 3 June 1991  
Languages Known:  
English, Malayalam, Hindi,  
Nationality: Indian

## PROFESSIONAL SKILLS

GST & TDS  
Procurement  
Logistics  
Import/ Export  
Tally ERP 9  
Microsoft Office proficient

## PERSONAL SKILLS

People skills  
Marketing  
Negotiation  
Reliable and professional  
Time management  
Team player  
Fast learner  
Motivated

## ACHIEVEMENTS

College Fest Coordinator  
Sports Coordinator

## HOBBIES

Sports  
Photography  
Travelling



[linkedin.com/in/albertjose00](https://www.linkedin.com/in/albertjose00)

## ABOUT

I am an enthusiastic MBA graduate, specialised in Finance and Marketing. I also have around 4 years of work experience in the accounts field, seeking for a challenging position to utilise my developed skills and improve upon them for the benefit of your organisation.

## WORK EXPERIENCE

ACCOUNTANT (MAY 2015 - JUN 2016)  
*Manumax Lifestyle Furnitures | Cochin, Kerala, India.*

- Maintenance of accounts
- Purchase ordering
- Inventory Management
- Payables & Recievables Managements
- Management of Finance.
- E-filing (VAT & Service Tax)
- Payrolls
- Statutory compliances
- Import documentation

ACCOUNTANT (NOV 2014 - MAY 2015)  
*Kandamkulathi Ayurveda Vaidyasala Pvt. Ltd. | Cochin, Kerala, India.*

- Worked as Accountant.
- Inventory Management
- Financial Statements and preparation
- Cash Management.
- Payroll Accounting.

ACCOUNTANT ASSISTANT (AUG 2011 - JUL 2014)  
*Matthew and Jose Chartered Accountants | Cochin, Kerala, India.*

- Internal and External Auditing

## EDUCATION

MBA, MAJOR IN FINANCE & MARKETING  
*SB College of Management Studies.  
Bangalore University | 2016 - 2018*

PG DIPLOMA, IN FINANCIAL ACCOUNTING  
*Southern Institute of Vocational Training | 2016*

BACHELOR OF COMMERCE  
*Mahatma Gandhi University | 2012- 2015*

CA- CPT  
*The Institute of Chartered Accountants of India | 2009*