

ANOOP JOSE



CONTACTS

Address: 17/182, Kunnalady PO,
Kunnalady, The Nilgiris,
Tamil Nadu - 643241

Email: anoopjose1996@gmail.com

Mobile: +91-7812851418,
+91-9442656136

KEY SKILLS

- + Financial Analysis & Reporting
- + Accounting Principles
- + Budgeting & Forecasting
- + Detail oriented & highly organized
- + Teamwork
- + Communication Skills
- + Time Management & prioritize tasks

EDUCATION

MBA - HR Management, 2019

Bharathiar University,
School of Distance Education

BCom Computer Applications, 2016

Bharathiar University

Senior Secondary, 2013

Tamil Nadu State Board

SSLC, 2011

Tamil Nadu State Board

COMPUTER SKILLS

- + MS Office
- + Tally ERP 9
- + Peachtree
- + HTML
- + Operating Systems

PERSONAL INFO

Date of Birth: 22nd June 1996

Nationality: Indian

Marital Status: Single

Passport Number: R8577875

Languages: English, Malayalam
and Tamil

EXECUTIVE PROFILE

- Competent and diligent professional experience of a total 4 years and more as Account Executive and Administrative Executive
- A systematic, organized, hardworking and dedicated team player determined to be a part of a growth-oriented organization. Possesses ability to use sound judgment & decision-making skills and effectively perform under pressure and meet deadlines in a self-directed environment.

PROFESSIONAL CERTIFICATIONS

- **Professional Diploma in Computerised Financial Accounting, 2017** from Kerala State Rutronix

WORK EXPERIENCE

CUSTOMER CARE EXECUTIVE

JANUARY 2024 - Present

ESAF Small Finance Bank, Wayanad

Key Responsibilities:

- Outreach to identify potential **Sangam's (Joint Liability Group)** groups within the bank's operational area.
- Engage with local communities to understand their needs and identify groups interested in forming Sangam's.
- Coordinate with unit managers to organize meetings for Sangam's formation.
- Provide guidance and support to unit managers in formation of Sangam's.
- Act as a point of contact for existing and new Sangam's members interested in maintaining and expanding their membership.
- Develop and implement a systematic process for collecting installment payments from Sangam's members and coordinate with members to ensure timely collection of installment amounts.
- Monitor payment schedules and follow up with members to address any issues or concerns.
- Maintain accurate records of Sangam's activities, including membership details, payment records, and meeting minutes.
- Prepare regular reports on Sangam's performance and financial status for management review.
- Ensure compliance with internal policies and regulatory requirements related to documentation and reporting.

ACCOUNT-CUM-FRONT OFFICE EXECUTIVE

January 2021 - January 2024

Orchid Trails Resort, Wayanad

Key Responsibilities:

- Greet and welcome guests upon arrival at the resort in a friendly and professional manner.
- Handle guest check-ins and check-outs efficiently, ensuring accuracy in reservations and billing information.
- Process reservation payments, deposits, and cancellations according to resort policies.
- Handle cash transactions, including guest payments, room charges, and petty cash disbursements.

- Maintain payroll records and Process payroll for all employees, including salary, overtime, tax, and deductions.
- Verify and review daily, weekly, and monthly sales reports to ensure accuracy and completeness of data.
- Reconcile daily transactions and prepare accurate cash reports for management review.
- Assist in billing and invoicing processes, ensuring timely and accurate generation of guest invoices.
- Maintain financial records, including receipts, invoices, and expense reports, in accordance with accounting standards and procedures.
- Assist in administrative tasks, such as managing incoming and outgoing correspondence, filing documents, and maintaining office supplies.
- Assist in the preparation of reports, presentations, and other documentation as required by management.

FINANCE EXECUTIVE

November 2018 to May 2020

Safexpress Pvt. Ltd., Tiruppur

Key Responsibilities:

- Oversee and execute daily administrative and accounting activities to ensure smooth operations.
- Collaborate with the company's Chartered Accountant (CA) and Company Secretary (CS) for compliance and regulatory matters.
- Reconcile company accounts with bank statements to ensure accuracy and detect discrepancies.
- Prepare and manage cash flow statements to monitor the movement of funds in the company.
- Update and maintain bank pass books to track transactions and account balances.
- Process payments to vendors and suppliers using various payment methods like cheques, NEFT, and RTGS.
- Monitor and record daily expenses of office staff, ensuring proper documentation and approval processes.
- Manage payroll processing, including salary calculation, deductions, and disbursements for company employees.
- Process and manage invoices for services rendered, ensuring accuracy and timely payment.
- Calculate and manage Tax Deducted at Source (TDS) and service tax obligations in compliance with tax regulations.
- Maintain client files and ledger accounts to track transactions and outstanding balances.
- Generate monthly financial reports detailing company performance and financial status.

REFERENCES CAN BE FURNISHED UPON REQUEST