

SHINY JOSEPH



Cheeniveettil House, Malayinkeezhu,
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PERSONAL DATA

Age & Date of Birth	: 48, 15.12.1972
Religion	: Christian
Sex	: Female
Civil Status	: Married

EDUCATIONAL QUALIFICATION

MBA in Finance	: Sunderland University, London, UK with 82% marks in 2012.
PG Diploma in Business Management	: Regional Engineering College, Calicut, Kerala, India with 86% marks in 1995
B. Com	: Mar Athanasios College, Kothamangalam, Ernakulam, Kerala with 68% marks in 1993

WORKING EXPERIENCE

1. Operations Manager at Greenmount Spices Pvt Ltd, Kothamangalam

January 2018 to till now.

- Coordination with Marketing and Production, Planning of production.
- Setting marketing strategies to achieve sales targets.

- Collecting competitor price from market on regular intervals.
- Recommending price revision of the products compared to raw material price hike and competitor rate.
- Controlling and supervising the work of Sales coordinators.
- Collecting Sales Targets of various channels and approval of Tour Plans of Sales HOD's according to their target and follow up.
- Schedule and conduct monthly review meeting of sales department
- Meeting data preparation and presentation.
- Authorising all MIS, Travelling bills and salary statement.
- Final sanctioning of accounts dept- GST preparation-GSTR 1, GSTR 3B, comparing tax input, TDS remittance.
- Finalisation of Accounts (B/s and P&L).
- Liaising with legal authorities.
- Controlling of cash inflow and outflow.
- Outstanding follow up
- Controlling of daily cash and bank payments.
- Reconciliation of Ledger accounts with suppliers and customers.
- Monthly costing and suggest Break Even Quantity to all channel of sales.
- Submission of all returns and statutory and mandatory reports to various departments
- Overall administration of all operations.

2. PUBLIC RELATIONS OFFICER (120 bedded nursing home) at ANGEL CARE PLC, SOUTHAMPTON, UK

September 2014 - July 2017

- Maintaining attendance, leave arrangement and preparation of salary of staff.
- Correspondence with residents' relatives regarding payment and any other issues
- Correspondence with statutory authorities regarding tax and insurance remittances
- Scheduling meeting of the staff for coordination with director/manager.
- Ensuring the home is well maintained and checking daily cleaning activities.
- Preparing and publishing the duty rotation of staff.
- Scheduling training to the staff in coordination with management.

3. ADMINISTRATIVE CUM ACCOUNTS OFFICER at MEADOWVIEW NURSING HOME, OXFORD, UK

September 2010 – August 2014

- Daily office work.
- Handling mail/post and replying
- Maintaining attendance and leave register
- Duty rotation preparation.
- Salary preparation.
- Purchasing of groceries and other consumables for the home (online order and offline arrangement)
- Scheduling meetings and training.

4. ACCOUNTS MANAGER at EASTERN TREADS LTD (EASTERN GROUP OF COMPANIES), OONNUKAL, ERNAKULAM, KERALA

July 1996 - August 2010

- Control of all accounts.
- Coordination with Sales and Production dept and production planning.
- sanctioning of cash and bank transactions.
- sanctioning of all purchase bills.
- checking of sale bills.
- preparation of final accounts and sending to head office.
- salary preparation of above 200 employees.
- production shift arrangement.
- scheduling production with sales order
- ensuring delivery within 7 days of sales order and if need arranging job work.

SKILLS

- Good communication skills both in English and Malayalam
- Leadership skills, analytical skills,
- Problem solving skills, project management skills
- Good Data Analysing, Excellent in Costing
- Good in GST, TDS reports and A/cs Finalisation.
- Won ISO internal Auditor certificate

Reference available upon request

PERSONAL STATEMENT

I can do all types of accounting work independently including Auditing, GST, Tax computation, reconciling & finalizing accounts and preparing MIS

I am looking for a responsible position to utilize my managerial skills and to contribute to the growth of the organization.

SHINY JOSEPH