



# SILVY JOSEPH

JR. ACCOUNTANT &  
INSURANCE EXECUTIVE

## WORK EXPERIENCE

### JUNIOR ACCOUNTANT

#### Westfort hospital - India ( Jan-2020 to Feb-2023)

- Recorded and analyzed daily financial transactions, reconciled accounts, and prepared monthly reports.
- Collaborated in the preparation of tax returns and compliance with regulatory requirements.
- Participated in the migration to a new accounting system, providing training to staff.
- Post and process journal entries to ensure all business transactions are recorded
- Update accounts receivable and issue invoices
- Update accounts payable and perform reconciliations
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines
- Assist with reviewing of expenses, payroll records etc. as assigned
- Update financial data in databases to ensure that information will be accurate and immediately available when needed
- Prepare and submit weekly/monthly reports
- Assist senior accountants in the preparation of monthly/yearly closings
- Assist with other accounting projects

## COMPUTER SKILLS

MS office

Tally

## EDUCATION

**MBA In Hospital management**  
**Dr. John mathai center - Calicut**  
**university, Thrissur**

**BBA In Human resources management**  
**St. Aloysius college, Calicut university,**  
**Thrissur**

## CONTACT



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UAE



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SPOUSE VISA

## SUMMARY

Accountant with over 2 years of experience in financial and accounting management. Seeking to contribute my skills in financial analysis and auditing to support the financial success of a company. Strong analytical skills, attention to detail, and proficiency in accounting software are essential for success in this role. Junior accountants should also possess good communication skills and be able to work collaboratively with other members of the accounting team to ensure that financial data is accurate and up-to-date..

## SKILLS

- Financial analysis
- Preparation of financial reports
- Internal and external auditing
- Tax compliance
- Bank reconciliations
- Excellent knowledge of accounting and tax regulations