



JOSEPH NINAN VARGHESE G

ADMINISTRATIVE OFFICER

ABOUT ME

A versatile professional with expertise in finance, administration, and school management, I bring a meticulous and analytical approach to every role. As a graduated accountant, I have a strong foundation in financial management, payroll, and public relations. My experience spans across the travel industry and educational institutions, with six years dedicated to managing CBSE school operations and affiliations. Skilled in event management, data entry, and leadership, I am committed to fostering organizational growth and efficiency. Additionally, I am a Civil Service aspirant, actively preparing for the Civil Service Exams.

CONTACT ME

+91 9605069796

josephnv1993@outlook.com

Christ School Cbse
Christ School Road ,
Dharmaram College Post
Bengaluru - 560029

REFERENCES

VINCENT RENOLD

VICE PRESIDENT
SPICELAND HOLIDAYS LANKA LTD
COLOMBO , SRILANKA
MOB : +94 768241111

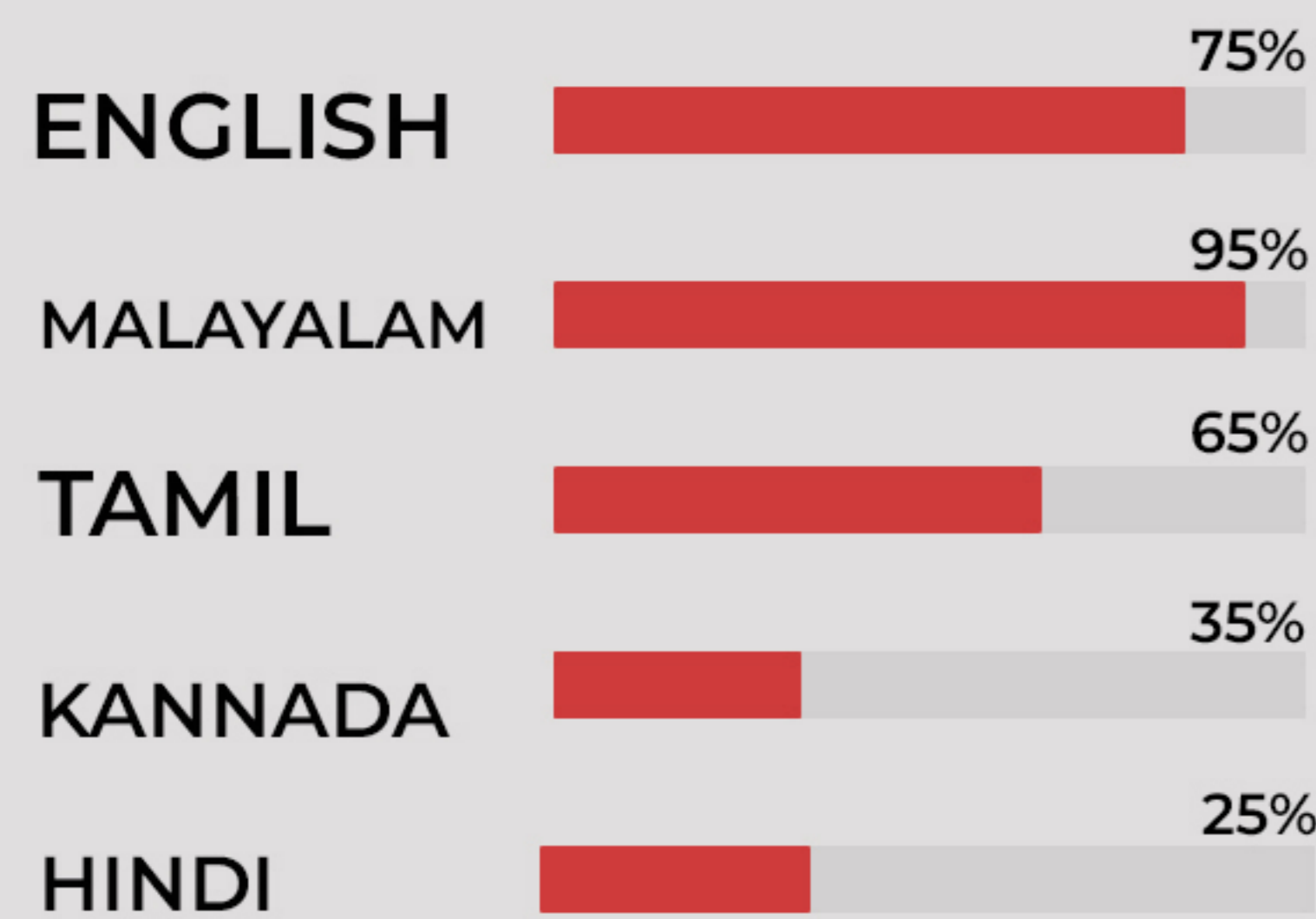
JAYALAKSHMI RATHAKRISHNAN

VICE PRINCIPAL ,
MARY MATHA CMI PUBLIC SCHOOL
MADURAI ROAD , THENI
MOB : +91 7373797708

DR. JOHNSON ABRAHAM K.A

PRINCIPAL , CHRIST SCHOOL CBSE
BENGALURU - 560029
MOB: 9427668875

LANGUAGES



HOBBIES

READING BOOKS

PLAYING FOOTBALL

PHOTOGRAPHY

TRAVELING

JOB EXPERIENCE

Accountant & Admin Head

Christ School CBSE , Bengaluru

CBSE Affiliation & Official Works , Public Relations ,
Human Resource Management , Managing school
finances and payroll. Office Administration

2021 - PRESENT

Admin & Finance Manager

Spiceland Holidays Lanka Ltd | Srilanka

Finance & Accounting : Preparing financial
documents, managing ledgers, reconciliations, and
payroll. , Administration & HR , Compliance &
Coordination

2017 - 2021

Assistant Accountant

Mary Matha Group of Institutions , Tamil Nadu

Finance & Accounting: Managing invoices,
bills, payables, receivables, payroll, and bank
deposits in Tally.

2015 - 2017

EDUCATION

Master of Arts (Public Administration)

Indira Gandhi National Open University (IGNOU)

2023 - Present

Master of Business Administration

Annamalai University , Chidambaram

Year of Completion : 2016

Class : First Class - 69%

Specialization: Financial Management

Bachelor of Commerce

Mary Matha Arts & Science College , Theni

Year of Completion : 2014

Class : First Class - 70%

Specialization: E-Commerce

Pre - University Course

St. Vincent English Medium Higher Secondary School

Year of Completion : 2011

Class : First Class - 70%

Secondary School Leaving Certificate

St. Thomas H.S.S , Pala

Year of Completion : 2009

Class : First Class - 70%

SKILLS

MICROSOFT OFFICE (Word, Excel, PowerPoint)



ADOBE PHOTOSHOP



TALLY



ADOBE PREMIERE PRO



DECLARATION

I hereby declare that the above-mentioned information is true and correct to the best of my knowledge, and I take full responsibility for its accuracy.

Joseph Ninan Varghese G