

# JOJO FRANCIS

## ACCOUNTANT CUM DRIVER

Experienced professional with over 9 years of expertise in accounting, driving, and management roles across Qatar, Saudi Arabia, India, and Bahrain. Skilled in customer service, financial reporting, route optimization, inventory management, and compliance with health and safety protocols. Proven ability to lead teams, adapt to dynamic environments, and resolve challenges efficiently. Proficient in Microsoft Office, financial software, and marketing strategies, driving operational excellence and contributing to organizational success. Adept at fleet management and vehicle maintenance to ensure uninterrupted operations. Experienced in handling cash flow, expense tracking, and payroll management. Strong interpersonal and communication skills to maintain customer satisfaction and team coordination

### CONTACT



+974 50736501



kfjojo@gmail.com



<https://www.linkedin.com/in/jojo-kf-6ab61a8a>



Villa No 73, Street 747, Al Wakra, Qatar



Transferable with NOC

### KEY SKILLS

- Time Management
- Customer Service
- Route Optimization
- Vehicle Maintenance
- Inventory Management
- Financial Reporting
- Accounts Payable/Receivable
- Payroll Management
- Problem-Solving
- Budgeting
- Team Leadership
- Multitasking
- Compliance Knowledge
- Communication Skills
- Attention to Detail
- Microsoft Office Proficiency
- Adaptability
- Marketing Strategy

### QUALIFICATIONS

- **Computer Teachers Training Course (CTTC)**  
Jawaharlal Nehru Education and Charitable Foundation | 2012
- **B.Com**  
University of Calicut | 2011
- **Higher Secondary (Plus Two) Commerce**  
Govt of Kerala  
Board of Higher Secondary Education Kerala | 2008

### TECHNICAL SKILLS

- Microsoft Office Suite (Excel, Word, PowerPoint)
- Financial Software (Tally, QuickBooks)
- Route Optimization Tools
- Inventory Management Systems
- Payroll Management Software
- Vehicle Maintenance and Fleet Management
- Accounting and Bookkeeping
- Data Entry and Report Generation
- Customer Relationship Management (CRM) Tools
- Basic Troubleshooting of Vehicles and Equipment

### EXPERIENCE

❖ Aug 2023 – Present

#### SUPERVISOR

#### CAFE CHEROLE, DOHA, QATAR

- Assign specific tasks to employees based on skills and workload.
- Monitor employee performance to ensure efficiency and productivity.
- Enforce company policies, rules, and procedures consistently.
- Train new hires and ensure they understand their roles and responsibilities.
- Resolve conflicts or disputes among staff in a fair and timely manner.
- Conduct regular performance reviews and provide constructive feedback.
- Maintain a safe and clean work environment in compliance with regulations.
- Provide continuous coaching and support to team members.
- Prepare and submit operational or performance reports as required.
- Approve employee time-off, leave, and scheduling changes.
- Keep accurate records of attendance and punctuality.
- Encourage team motivation and recognize employee achievements.
- Implement disciplinary actions when employees violate policies.
- Create work schedules that align with business needs and staff availability.
- Inspect work output to ensure quality standards are being met.
- Organize and lead regular team meetings to discuss goals and updates.
- Communicate company objectives, updates, and expectations clearly.
- Recommend employees for promotions, raises, or additional responsibilities.
- Handle customer complaints and escalate issues when necessary.
- Monitor and manage inventory levels, ordering supplies when needed.
- Coordinate daily operations with other departments or teams.
- Identify training needs and arrange skill development opportunities.
- Suggest and implement process improvements to enhance efficiency.
- Document and report any workplace incidents or safety issues.
- Ensure team members meet deadlines and complete work on time.

ACHIEVEMENTS

- Successfully managed and optimized routes, reducing fuel consumption and increasing delivery efficiency.
- Consistently met or exceeded customer service expectations, resulting in high customer satisfaction and retention rates.
- Streamlined financial processes, improving accuracy and reducing errors in financial reporting and payroll management.
- Led a team in maintaining a high standard of safety and compliance with local traffic and workplace regulations.
- Contributed to cost-saving initiatives through effective inventory and resource management.

TRAINING & CERTIFICATION

- Car Driver Training:
- Ministry of Human Resources and Social Development, Saudi Arabia
- Certificate Number: 562196129
  - Issue Date: 17 January 2025
  - Skills Verified: Car Driver

DRIVING LICENSE

- Driving License : Valid Qatar License
- License No : 29135653368
- Validity : 08/11/2028
- Driving License : Valid Saudi License
- License No : 2501158691
- Validity : 14/09/2027

LANGUAGE SKILLS

- English
- Hindi
- Malayalam

- ❖ Jul 2021 – Mar 2023  
**ACCOUNTANT CUM DRIVER**  
**AL MASAR AL HADEETH CO. LTD, KINGDOM OF SAUDI ARABIA**
  - Managed daily bookkeeping and financial records.
  - Prepared and verified invoices, receipts, and payments.
  - Monitored cash flow and reconciled accounts regularly.
  - Oversaw payroll processing for staff.
  - Ensured accurate filing of financial documentation.
  - Conducted monthly financial reporting to management.
  - Coordinated with suppliers for timely deliveries and payments.
  - Transported goods and documents to various locations.
  - Performed regular vehicle inspections for safe operations.
  - Delivered excellent service to clients during deliveries.
  - Maintained compliance with local tax and accounting regulations.
  - Monitored inventory levels and ordered supplies as needed.

- ❖ Feb 2020 – May 2021  
**MANAGER**  
**APPLE CAKES AND CAFE, KODUNGALLUR, INDIA**
  - Oversaw daily operations, ensuring efficient workflow and customer satisfaction.
  - Managed a team of employees, including recruitment, training, and scheduling.
  - Supervised inventory management and supplier coordination.
  - Monitored financial performance, including budgeting and expense tracking.
  - Designed and implemented marketing strategies to boost sales.
  - Ensured adherence to hygiene and safety standards in the café.
  - Handled customer complaints and feedback to enhance service quality.
  - Conducted regular performance evaluations for staff.
  - Streamlined operations to reduce costs and improve profitability.
  - Organized promotional events and offers to attract new customers.

- ❖ Nov 2014 – Jan 2020  
**ACCOUNTANT CUM DRIVER**  
**KOREAN BAKERY & CRUST AND CREMA, KINGDOM OF BAHRAIN**
  - Managed daily financial records, including sales tracking and expense management.
  - Handled accounts payable and receivable processes.
  - Prepared payroll and ensured accurate disbursements to staff.
  - Coordinated deliveries to clients, ensuring timely and safe transport.
  - Conducted routine vehicle checks to ensure roadworthiness.
  - Processed tax filings and ensured compliance with local regulations.
  - Monitored inventory and placed orders to maintain stock levels.
  - Assisted in preparing budgets and financial forecasts.
  - Delivered exceptional service to customers during deliveries.
  - Resolved financial discrepancies and maintained accurate records.
  - Supported internal audits and external tax reviews.

DECLARATION

I assure & affirm that this document is an interpretation of my edificial & supplemental information specified here is true to the finest of my comprehension and to the best of my knowledge.

JOJO FRANCIS