



JOHN JOFIN

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SUMMARY

Canadian Chartered Professional Accountant (CPA), with international training and experience in accounting, business administration, strategic leadership and business development. Proactive leader with strengths in communication and collaboration with internal and external stakeholders alike. Adept at managing concurrent objectives to promote efficiency and influence positive outcomes.

SKILLS

- Academic and Professional Expertise
- Strategic Management and Leadership
- Marketing and Business Development Expertize
- Team Building and Coaching Proficiency
- Strategic Planning and Decision-Making Expertize
- Expertize in Corporate Policy Development

WORK EXPERIENCE

Founder & CEO / Santo Catholic Mission - Alberta, Canada

02/2022 - Current

- Initiated the development of '**SANTO**' - A Catholic Payer & Meditation App intended to create, license, and digitally distribute Catholic media contents in over 50 languages.
- Devised organizational vision, mission and foundational structure to facilitate early growth.
- Coordinated with Catholic Clergy members, ministries, technology partners and content creators Worldwide in sourcing the Catholic contents from across the globe.
- Established goals for soliciting funds, secured start-up funding and coordinated funds disbursements to meet the operational requirements of the Mission and complete the development of the Little Goodness Prayer App.
- Established and oversaw strategic actions and streamlined operations of the Global Catholic Evangelization mission.
- Provided organizational leadership and collaborated with executive partners to establish long-term goals, strategies and policies.
- Performed budget formulation work involving review and preparation of budget estimates and financial plans.

Financial Controller / Highland Feeders Ltd. - Alberta, Canada

06/2015 - 08/2022

- Preparation and Reporting of various financial statements, financial budgets, reports and forecast models and effectively communicating with various stakeholders.
- Perform internal audit of various financial records and reports prepared by accounting staff to assure the compliance with existing internal control standards and generally accepted accounting principles.
- Collaborating with CEO in managing the organizational cash flow, cash flow forecasting, working capital management, budgetary control reviews, KPI analysis, operational performance reviews and provide strategic recommendations to support business objectives on a timely manner
- Work with the external auditors in year-end auditing and annual operational reviews

Financial Analyst / Growing Power Hairy Hill LLP - Alberta, Canada

06/2014 - 05/2015

- Analyzed financial data to identify financial trends, patterns and strategy and compiled information into reports.
- Evaluated digital and physical financial information regarding areas of operations such as payroll, projects,

expenditures and contract administration to assess budget requirements.

- Collaborated with the Finance Controller in performing operational performance analysis, preparation of monthly financial statements, financial analysis, preparation of budgets and financial forecasts, KPI reviews, and effectively communicating the outcomes to the shareholders.
- Generated financial reports to garner forecasting, trending and narrative results analysis for management.
- Analyzed complex financial information to offer recommendations to management, driving decision-making.
- Worked cross-functionally with internal departments to align and validate data inputs.

Bank Teller / TD Canada Trust Bank - Alberta, Canada

01/2013 - 06/2014

- Cashed customer checks, verified identification and checked account balances in accordance with bank policy.
- Served large number of customers during high volume shifts and remained composed and professional in stressful situations.
- Welcomed customers and offered pleasant service during entire transaction.
- Reconciled cash and checks against computer records at end of shift.
- Responded and assisted customers with account inquiries and updates.
- Adhered to strict guidelines regarding financial and customer data to avoid breaches and information misuse.
- Explained bank services, financial products and applicable fees to customers.
- Ordered checks, placed stop payment orders and conducted additional special services for customers.

Sales Associate / The Mobile Shop - Alberta, Canada

11/2012 - 04/2014

- Selling of mobile phones and postpaid plans of various mobile networks in Canada including Bell, Telus, Rogers, Koodo, Fido and Virgin Mobile.
- Provide customer service support for clients in upgrading their phone plans at the end of their contract terms
- Get updated on the latest mobile phone models of various manufacturers like Samsung, Blackberry, Apple, Huawei etc. and introduce their features and characteristics to customers as a part of sales demonstrations.
- Maintenance of stock ledger and fill in requisitions for inter-branch stock transfers
- Reconcile the cash and inventory for the branch and submit reports to the Head Office at the end of each day
- Helped customers find specific products, answered questions and offered product advice.

Faculty Member – Business & Management / Vidya Bharati Institute of Management & Technology - Kerala, India

03/2012 - 10/2012

- Evaluated and graded students' classwork, papers and assignments to assess course success and student understanding of materials.
- Helped students understand topics by initiating and moderating classroom discussions.
- Met course and department instructional goals by integrating key competencies into lesson plans.
- Cultivated collaborative and innovative learning environment to meet each student's unique educational needs.
- Built life-long learning skills and strong study habits in students to help each prepare for higher-level education.
- Consulted with administrative committees to discuss institutional policies, departmental matters and academic issues.
- Developed new programs to provide student access for community business internships.

Retail Sales - Team Lead / Hutchison 3G UK Ltd - Cheshire, England

03/2010 - 02/2012

- Developed attainable team sales goals and fostered relationships with clients and staff members.
- Prioritized account management and sales processes by adapting to schedules, evolving product availability and maintaining deadline requirements.
- Capitalized on opportunities for account growth and business development.
- Identified sales objectives and set realistic expectations to convert prospects into clients and clients into partners.
- Trained and developed new team members to improve product knowledge and selling abilities.

- Processed payments and returned receipts, cash, coin and cards to customers.
- Organized sales floor to keep products and displays presentable and in sellable condition.
- Delivered quality customer service while cultivating client satisfaction and loyalty.

Retail Sales Associate / McColl's Retail Group - Cheshire, England

10/2008 - 02/2010

- Greeted each customer and offered assistance in finding requested items, helping boost customer satisfaction and retention.
- Helped customers by answering questions and locating merchandise.
- Initiated friendly conversation with customers to determine level of assistance required.
- Kept calm and applied strong problem-solving and interpersonal skills to resolve conflicts.
- Followed company policies, rules and procedures to promote company goals and maintain safety.
- Restocked shelves, racks and bins with latest merchandise and changed signage to promote special items.
- Used product knowledge to suggest items to match client needs.

Assistant Manager - Department of Commerce / Triumphant Institute Of Management Education - Kerala, India

05/2008 - 09/2008

- Organized schedules, workflows and shift coverage to meet expected business demands.
- Delegated daily tasks to team members to optimize group productivity.
- Collaborated with Department manager to develop strategies for achieving sales and profit goals.
- Enforced company policies and procedures to strengthen operational standards across departments.
- Mentored staff to enhance skills and achieve daily targets, using hands-on and motivational leadership.
- Directed and led employees, supervising activities to drive productivity and efficiency.
- Coached team members and delivered constructive feedback to promote better productivity and build confidence.

Associate Professor – Business & Management / ICFAI National College (INC) - Kerala, India

11/2006 - 04/2008

- Integrated technology into regular classroom use for student engagement and learning.
- Administered and graded tests and assignments to evaluate student performance and monitor progress.
- Mentored and motivated students to increase class participation.
- Maintained student engagement through creative subject delivery and learning activities.
- Maintained students' attendance records, grades and reports in strict confidence.
- Formulated well-structured syllabus of course content to detail learning goals and expected outcomes.
- Built strong student rapport by driving classroom and online discussions and providing academic advisement.

Commodity & Stocks Dealer / Anand Rathi Financial Services Ltd - Kerala, India

06/2006 - 10/2006

- Executed daily trading orders for clients on Commodities and Stocks in affiliated trading exchanges like National Commodity & Derivatives Exchange Limited (NCDEX) , BSE (Bombay Stock Exchange) ,NSE India (National Stock Exchange of India Ltd).
- Conducted market research to remain up-to-date on laws, regulations and margins.
- Analyzed daily margin calls and partnered with representatives to take necessary actions.
- Reported on monthly trading activity and volumes for management teams.
- Maintained current knowledge of state regulations for clearing platforms.

Financial Advisor / Tata AIG Insurance Company Limited - Kerala, India

07/2004 - 05/2006

- Interviewed prospective clients to gather information on financial needs and discuss existing coverage.
- Communicated with clients to understand needs and identify best policies for each case.
- Sold life insurance policies via telephone and assisted other agents with underwriting.
- Calculated premiums and established payment methods.

- Upsold products to policyholders and potential new clients.
- Offered policy guidance and management to promote asset protection.
- Pursued continued professional development through insurance workshops, course and webinars.

EDUCATION AND TRAINING

Chartered Certified Accountant (ACCA) 09/2019

The Association of Chartered Certified Accountants - London, UK

- 'ACCA' designation got awarded in September 2019

Chartered Professional Accountant 10/2016

Chartered Professional Accountants of Canada (CPA) - Alberta, Canada

- 'CPA' designation got awarded in October 2016

Certified General Accountant 10/2016

The Certified General Accountants of Canada (CGA) - Alberta, Canada

- Completed the CGA final exams in Canada in June 2015
- 'CGA' designation got awarded in October 2016
- Achieved an overall GPA of 3.9 on all the prerequisites for CGA at NAIT (Northern Alberta Institute of Technology), Edmonton. (Between 2013-2014)
- Some of the top scores are listed below

Course Id # ACCT3301-ADVANCED FINANCIAL ACCOUNTING- **A-**

Course Id #ACCT3302- ADVANCED MANAGERIAL ACCOUNTING- **A**

Course Id #ACCT3303- INTRODUCTION TO AUDITING - **A-**

Course Id #FNCE4411- PUBLIC SECTOR FINANCIAL MGMT- **A+**

Course Id #TAXX3304- TAXATION II - **A**

Course Id #CMIS4409-ADVANCED INFORMATION SYSTEMS- **A+**

National Eligibility Test : Eligibility Test For Assistant Professorship 06/2012

The University Grants Commission (UGC) - New Delhi , India

- Qualified the UGC-NET in June 2012
- Enrolled for Ph.D. Program in Entrepreneurship on the topic of "Role and Significance of Business Incubation programs in promoting Entrepreneurship in a country; A comparative study of developed and developing economies" with Bharathiyar University, India in 2012, but had to drop out due to migration to Canada in November 2012.

Master of Business Administration (MBA): Finance 03/2010

University of Chester - Cheshire, UK

- Achieved A + on my Dissertation Thesis on "Internationalization of Higher Education" and it was accepted as a research paper in the World Economic Forum, 2010.
- Dissertation: <https://chesterrep.openrepository.com/handle/10034/99749>
- Achieved an overall GPA of 3.7
- Ranked # 1 for Dissertation Thesis in the MBA batch of 18 students (2008-2010) at University of Chester, England.

Diploma in Computerized Financial Accounting 06/2008

National Institute of Engineering - Kerala, India

Diploma in Business Finance: Financial Analysis 03/2008

Institute of Chartered Financial Analysts of India - Telangana, India

Master of Commerce (MCom): Accounting And Finance 07/2006

Mahatma Gandhi University - Kerala, India

- Achieved an overall GPA of 4 (86%) across 22 CORE subjects
- Ranked # 1 in the MCom batch of 20 students (2004-2006) at St. Albert's College, Cochin, Kerala, India.
- Some of the key scores achieved are listed below.

Advanced Cost Accounting - **97%**

Financial Management Concepts -**95 %**

Direct Taxes-Law and Practice - **95%**

Operational Research - **92 %**

Direct Taxes Assessment & Procedure -**91%**

Quantitative Techniques - **91%**

Higher Accounting - **88 %**

Financial Services - **88%**

Bachelor of Commerce (BCom): Accounting And Finance

07/2004

Mahatma Gandhi University - Kerala, India

- Achieved an overall GPA of 3.7 (81%) across 21 CORE subjects
- Ranked # 1 in the BCom Batch of 60 students (2001-2004) at St. Albert's College, Cochin, Kerala, India.
- Some of the key scores achieved are listed below.

Corporate Accounting - **98%**

Advanced Cost Accounting - **97%**

Taxation Tax Law & Practice -**93%**

Computer Awareness & Application -**90%**

Business Statistics - **88%**

Certified Financial Modeling & Valuation Analyst (FMVA)

Corporate Finance Institute (CFI) - Vancouver, Canada

- Enrolled and currently pursuing the program.
- Expecting to be completed in 2025.

CERTIFICATIONS

- International English Language Testing System -**IELTS in GENERAL Module** -Test Centre- Liverpool, UK-Date of Exam - 16-April 2011-**Overall Band Score- 7.5** (Listening -7-Reading -8-Writing -6.5-Speaking -7.5)-(No formal coaching/training attended prior to the EXAM)
- International English Language Testing System -**IELTS in ACADEMIC Module** -Test Centre- Cochin, India-Date of Exam - 05-JUNE 2008- **Overall Band Score- 7** (Listening -7-Reading -6.5-Writing -6.5-Speaking -8) -(No formal coaching/training attended prior to the EXAM)
- Completed **TALLY Certified Professional** program from TALLY Solutions, Cochin, India in October 2007.
- Completed **National Stock Exchange's Certification in Financial Markets (NCFM)** with a total score of 86.25% in October 2006.
- Completed **Certificate Program in 'Money Banking and Finance** from *The Institute of Chartered Financial Analysts of India (ICFAI)* Business School , Cochin, India in January 2006.
- Completed **Certificate Program in Life Insurance** from Insurance Regulatory and Development Authority of India (IRDA) in September 2006.
- Completed various academic and professional development trainings, online and in class courses, seminars and workshops in India, England and Canada over the years.