

Dolly Joseph

Accountant

Dubai

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- M Com post graduate, dynamic and hardworking professional.
- Having 3 Years of experience in the facets of core accounting.
- Knowledge in JD Edwards and Microsoft Dynamics GP - ERP.
- Expert working knowledge in MS Excel (advanced), Word and Power Point.
- Experienced in multi tasking and handling multiple Business units
- Excellent interpersonal, analytical skills with proven track record of utilizing a systematic, process-oriented approach towards the accomplishment of organizational objectives
- A fast learner with good communication skill and ability to excel

Work Experience

Accountant

Fortes Holdings - Dubai

February 2017 to March 2018

Fortes Holdings is involved in several verticals: education, property development, construction, trade, and wellness & fitness, and having its Head Office in Dubai, United Arab Emirates.

Key Deliverables

- Receivables Management and Customer Reconciliation
- Payables Management and Vendor Reconciliation
- Quarterly completion of VAT related Inputs, Outputs and Reverse Charge transactions for the assigned Business Units and submission of detailed VAT reports to the VAT Audit team. Followed by responding to the queries with respect to the same and ensuring that the VAT payables or refunds are charged in and charged out with the TAX Group Company respectively
- Bank Reconciliations
- Payroll -WPS, and other employee benefits calculation and processing
- Handling Intercompany Fund Transfers, Payments and reconciliation of the same periodically
- Provisions and deferral entries
- Handling Financial audits including responding to the queries from Statutory Auditor and closure of the same
- Interact with operation team and support them in needs
- Preparing various MIS reports to the management

Accounts Executive

EXL Services Pvt Ltd - Kochi, Kerala

October 2014 to May 2016

EXL Service Holdings Inc. situated at Carnival Info Park, Kochi Kerala is a U.S based company in operations since 1999. EXL (NASDAQ: EXLS) is a leading provider of Transformation and Outsourcing services to Global 1000 companies in multiple industries including insurance, banking, financial services, utilities, transportation and travel. Client - Cargill - one of S & P 500 Companies and Fortune 500 Companies

Key Deliverables

- Invoice Processing
- Payment Run
- Vendor Master Maintenance
- Identification of process improvements to support the management team to improve the delivery of information across the division
- Resolve ad-hoc queries from the business
- Preparing various MIS reports to the management and client
- Conducting daily and weekly calls with client and getting feedback
- Coordinates team meeting and gives presentations on various topics in business
- Team Management

Team work status Reports

Internal control Reports

Awards and Achievement

- Extra Miler Award from EXL for outstanding performance- Jan, Apr & May 2015
- Hi - Five Award from EXL for performance - Aug 2015
- Magazine editor of Pius Girls High school for the year 2007
- Participated in various clubs in school and college
- Member of KCSL (Kerala Catholic Students League) a youth social welfare committee

Education

Masters in Commerce in Finance

De Paul Institute of Science and Technology, M G University
2012 to 2014

Bachelors in Commerce in Commerce

Bharat Mata College - Kottayam, Kerala, IN
2009 to 2012

Skills

ERP, Tally, MS OFFICE, EXCEL, MS EXCEL

Additional Information

IT Skills

- Diploma in Tally and MS Office from G - Tech

- Knowledge in Tally ERP 9
- Well versed in MS Excel, MS Word and Power point