

Joy Mathew

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Seeking senior level assignments in Accounts / Commercial Operations / Relationship Management with an organization of repute.

PROFESSIONAL PROFILE

- ↪ A results-oriented professional with **over 19 years** of post-qualification experience in Accounts & Finance, Auditing, Commercial Operations & Relationship Management.
- ↪ Strong analytical & organizational abilities with adeptness in formulating accounting systems, preparing accounting records and financial statements.
- ↪ Hands on experience in:
 - Assistance to Financial planning, budgeting & forecasting.
 - Designing and implementing accounting systems & procedures as per regulatory and legal requirements including annual report and accounts.
 - Examining and analyzing accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- ↪ Accountable for overseeing the preparation of MIS reports effectuating high level decision making in terms of fund management, profitability, cost control, etc.
- ↪ An effective communicator with excellent relationship building & interpersonal skills.

Key Strength Areas:

- Accounting
- Financial Planning & Control
- Budgeting
- MIS / Reporting
- Liaison / Coordination
- Team Management

CAREER HIGHLIGHTS

**Nov'18 – Feb'20 with JM Enterprise, AIIn, UAE
as a Senior Accountant, responsible for VAT**

**Jan'18 – Nov'18 with Transtec Gen Trading Est, Dubai, UAE
as a Senior Accountant, responsible for VAT**

**Jan'17 – Dec'17 with JM Enterprise, AIIn, UAE
as a Senior Accountant, responsible for VAT**

**Mar'09 – Dec'16 with Khadamat Facilities Management, AIIn, UAE
as a Senior Accountant, responsible for Finance & Payroll Administration.**

**Apr'05 – Mar'09 with Wartsila Gulf FZE, Jebel Ali, UAE
as a Senior Accountant**

**Dec'03 – Mar'05 with Portland Technical Services LLC, Sharjah, UAE
as an Accounts In-charge**

**Mar' 01 – Nov'03 with Unimag Technical LLC, Dubai, UAE
as a Senior Accountant**

Key Accountabilities

- ↪ Preparing the monthly financial reports & forwarding the same to the management.
- ↪ Drafting the monthly receivable report for the collection dept. as well as the management.
- ↪ Scrutinizing the creditors list on a monthly basis & discussing the same with the management.
- ↪ Investigating the entries made in the monthly bank reconciliation statement.
- ↪ Cross-checking Petty Cash Daily Report, Expenses Report & Employee Travel Expenses Report.
- ↪ Conducting systems and control review for:
 - Invoice & Dispatch
 - Rechargeable Expenses
 - Debtors' Follow-up
 - Schedules Maintenance
 - Advance & Recovery control

- ↳ Formulating budgets and conducting variance analysis to determine difference between projected & actual results and implementing corrective actions.
- ↳ Managing daily financial transactions related to accounts receivables, accounts payables, bookkeeping, payroll, budget, etc.
- ↳ Designing and implementing accounting systems & procedures; supervising the timely preparation of statutory books of accounts and finalisation.
- ↳ Coordinating internal, statutory audits; evaluating internal control systems / procedures to highlight the shortcomings and implementing necessary recommendations.
- ↳ Conducting verification of books of accounts to detect any possible fraud.
- ↳ Liaising with internal and external auditors and dealing with any financial irregularities.
- ↳ Generating financial management reports, including financial planning and forecasting.

Key Accomplishments

- ↳ Certificate of Appreciation award for outstanding performance to Six Sigma Project, in 2005
- ↳ Energy Award in recognition of overall outstanding performance, in 2006

ACADEMIA

- ↳ Pursuing CMA (Certified Management Accountant) from Dubai University.
- ↳ B.Com. from Kerala University in 1982.

IT SKILL SET

- ↳ Course in Computer Programming – COBOL Program – (NCC Certificate, U.K.) from Datamation Systems, Dubai, UAE in 1983.

Gained expertise in:

- ↳ Windows – MS-DOS, MS - Office, Word, Excel, PowerPoint
- ↳ Excel, Lotus, Word & FoxPro.
- ↳ Accounting applications like Dynamics AX, SAP, Great Plains, Scala, Peachtree, etc.

PERSONAL DETAILS

Address	:	Post Box No. 66718, AlAin, United Arab Emirates.
Date of Birth	:	23 rd October 1962
Nationality	:	Indian
Marital Status	:	Married
Visa Status	:	Residence
Driving License	:	UAE
Citizenship	:	INDIAN
No. of Dependents	:	Wife + 2 Daughters
Languages Known	:	English, Hindi, Malayalam & spoken Arabic