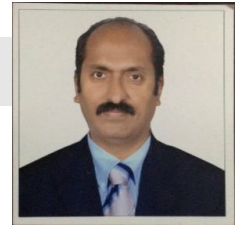


## Joy Mathew

Mobile: 00971 50 4966273 Email: joy.mathew231062@gmail.com



***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, AIAin, 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, AIAin, UAE  
as a Senior Accountant, responsible for VAT**

**Mar'09 – Dec'16 with Khadamat Facilities Management, AIAin, 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**

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