

Shincy Anna Joseph

PHONE: +971 561729868 EMAIL: annajosephj4@gmail.com



PERSONAL PROFILE:

Highly ambitious and motivated professional with over 8 years of experience in accounting with organisations based in the UAE as well as India. Looking for a new challenge as well as the opportunity to further evolve as an accounting professional with an organisation of repute.

WORK HISTORY:

January 2013 – December 2013

Junior accountant

Parakkattu Financiers, Kerala, India

- Assessing applications and approval of loans.
- Setting up of credit policies and credit lines.
- Preparation of day book, ledger, journal.
- Approval of daily payments, in and out vouchers.
- Preparation of monthly financial statements like trial balance, profit & loss statements and balance sheets. Keeping account of customers (debtors), suppliers (creditors) and bank reconciliation statements.
- Perform month end closing of accounts and reporting.

June 2016 – August 2018

Accountant

Al Manama Hypermarket Ajman, UAE

- Assisted and performed monthly, quarterly and yearly closing process, preparation of journal entries including regular, accrual journal entries.
- Reviewed, consulted and implemented clients accounting activities including revenue recognition bank reconciliation, balance sheet accounts, cash receipt application.
- Manage details related to the company fleet of cars including expenses and reimbursements.
- Manage passbook entries on Tally.
- Responsible for daily bank reconciliation
- Manage daily and monthly sale entries on Invaccs ERP for all 12 supermarket outlets.
- Preparation of bills, invoices and bank deposits.
- Prepare monthly purchase and sales reports for the management.

September 2018 – November 2019

Accountant

Kapda Retail, Festival City Dubai ,U.A.E

- Preparation of trial balance, profit & loss statements and balance sheets.
- Handle monthly, quarterly and annual closings and reporting.
- Maintain cashflow and prepare daily cashflow reports.
- Process client payments in a timely manner.
- Manage balance sheets and profit/loss statements.
- Report on the company's financial health and liquidity.
- Audit financial transactions and documents.
- Comply with financial policies and regulations.

EDUCATION:

Bachelor of Commerce (B.com) in Taxation Law & Accounts.

Kerala University, Trivandrum

Graduated in 2012

Master of Commerce (M.com) in Finance

M.G University, Kottayam

Graduated in 2015

ADDITIONAL QUALIFICATIONS:

MFA (Master in Financial Accounting)

Well versed in Tally ERP 9, Peachtree, Quick Book, MS office applications.

PERSONAL INFORMATION:

Date of birth: 21/06/1990

Nationality: Indian

Marital Status: Married

Languages known: English, Hindi, Malayalam

Visa status: visit visa valid till June 2021

Current Address: Al Rashidiya, Dubai, UAE