

BLESSON JOHNSON

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 Dubai, UAE

Visa Status & Availability: Visit Visa (Valid until 28th Dec 2020), Immediate joiner



Summary

Aspiring professional with MBA Finance & B. Com with computer applications qualifications and around 5 years of work experience in Accounts & Finance in IT Sales & Services, Manpower industries. Experience in General Accounting, Payable, Receivable, VAT, WPS & and expertise in Vendor management and Logistics Coordination.

Also have good proficiency in IT including Tally ERP 9, Microsoft Dynamics Nav ERP, RDP, Gsuite, Outlook, Excel and other Microsoft Office Apps.

Professional Experience

Executive - Accounts & Finance (Branch Accountant) at
Hitachi Systems - Dubai Branch, The Citadel Tower, Business Bay, Dubai, UAE
Feb 2019 to Mar 2020 (1.1 Year)

HITACHI
Inspire the Next

HITACHI Systems is a System Integration & IT Distribution arm of Multinational conglomerate HITACHI, Ltd. providing Services & Sales in the field of IT Networking, Cloud Computing infrastructure & Cybersecurity.

- Hitachi Systems Middle East Region Finance Point of Contact.
- Vendor invoice inward and Sales Invoicing in Microsoft Dynamics Nav ERP.
- Prepare and file VAT every quarter & Making its payment.
- Responsible for Sales Order approval in the Microsoft Dynamics Nav ERP.
- Cross-checking costing sheets, vendor quotes and compliance approval.
- Follow-ups with vendors for Software and Hardware delivery.
- Arranging IT Hardware & Software delivery in the Middle East.
- Vendor payment forecast Report Preparation.
- Initiating vendor payment process, taking approvals, ensuring timely payments to vendors.
- Passing payment entry in the system. Processing payment, sharing bank advises with vendors.
- Communicating with the vendor, answering vendor queries.
- Service contract & AMC billing & Its follow-up.
- Interact and provide requested items by external and internal auditors for review.
- Credit Note Preparation.
- Prepare Billing Forecast Report, Customer Aging Report preparation, MIS Reporting.
- Arranging invoice and PI submission & Cheque collection.
- Sharing due payment reminders & SOA to customers and it's follow-up.
- Informing management & salesperson on non-receipt of due payment from the customer.
- Sharing Audited Financial Statement with interested parties.
- Sharing Acknowledged invoice and proof of delivery (POD) with customers.
- Communicating with the customer, answering queries.
- Maintain important documents, delivery notes, invoices, files.
- Coordinate for asset procurement, Asset Code Creation, Posting, Yearly depreciation.
- WPS Salary transfer formalities & processing. Coordinating for Employees Full and Final settlement.
- Staff & other business-related Reimbursement expenses verification and processing.
- Answering queries from employees.
- Petty cash and cash management, Complete general ledger operations, Monthly closings.
- Perform bank reconciliation.
- Initiating utility bills, telephone, Dubai government tender participation payments.
- Communicate with vendors for the Credit Facility & Discounts, Sharing signed credit application to vendors.

- Coordinating order processing - coordinating the purchasing team and Sharing PO with the vendor.
- Initiating Partnership with OEM's & Major distribution vendors.
- Maintaining the relationship between distributors, channel partners, and end-users.
- Taking approval from the legal department for Non-Disclosure Agreements.
- Arranging vendor and customer onboarding as per company policy in ERP.
- Coordinating with HR and PRO for employee's onboardings, Medical insurance, visa processing, labour, emigration cancellation.
- Performs other related duties as required.
- Reporting to Head office finance team & Head of operations the Middle East and Africa.

**Accountant at World Star Gen. Contracting LLC, Mussafah MBZ City, Abu Dhabi, UAE
May 2016 to Sep 2018 (2.4 Year)**



**WORLD
STAR
HOLDING**

World Star established in 1974, it is one of the leading Manpower outsourcing company in UAE with offices in Abu Dhabi, Dubai & Sharjah.

- Handled Accounts and Finance independently in Abu Dhabi branch with minimum supervision.
- Reporting to the group finance manager, CEO.
- Sharing Trading, Profit and Loss and Balance sheet to interested parties.
- Sales Tax Invoice, Tax Credit note preparation in Tally ERP 9.
- Accounts payable for more than 100 vendors, accepting Tax Invoices. Posting it in the ledger.
- Follow up with receivables and preparing an ageing report.
- Ageing reports send to the group finance manager and notify high-risk debtors.
- Contacting debtors and visiting their office when it's required.
- Issue receipt for cheque received from the customer. Deposit all cash and check collections made.
- bank reconciliation.
- Custodian of petty cash, accepting, checking, paying, recording petty cash bills.
- Assisting group finance manager for finalizations of accounts.
- Responsible for utility, telephone mobile bills payments.
- Vendor ledger creation with supporting documents.
- Checking vendor Tax Invoices, LPO, supporting documents.
- Check all payments before presenting management for approval.
- Communicate with vendors and resolve the issue over invoice and payment.
- Timely and accurate payment releasing as per credit terms & depending upon the funds.
- Preparing VAT data, filing of VAT return through the Federal Tax Authority website & making payments.
- Making arrangements for staff bank a/c opening, prepaid salary card application.
- Issue salary advances for employees. Salary sheet preparation & making it approved from management.
- WPS payroll preparation and accurate and timely processing of salaries.
- Communicate with Laboure's to resolve the issue over salary.
- Employees end of service settlements as per UAE labour law
- Vendor Management.
- Regularly checking company vehicles through GPS & find its unauthorized usage.
- Inspection is done in the labour camp, drivers overtime processing.
- Custodian of original company documents like trade license, chamber of commerce certificate, and emigration card, memorandum of association, power of attorney & staff, and labours passports.
- Coordinating employee's visa processing, labour, emigration cancellation.
- Coordinating employee's medical test, daman insurance processing.
- Posting job vacancy in job websites, reviewing resumes and applications sent in by job applicants.
- Scheduling interviews for job applicants.

**Assistant Accountant at Aawathy Granites & Hollow Bricks, Kerala
Jun 2014 to Oct 2015 (1.5 Year)**

**ASWATHY GRANITES
& HOLLOW BRICKS**

Aswathy Granites is one of the building materials company located in Pathanamthitta, Kerala, India.

- Assisting the accountant for the day to day works.
- Sales invoice preparation Tally ERP 9
- Vendor payments processing.

- Handling petty cash and bank accounts, salary processing.
- Maintain important documents, invoices, files.

Education

MBA in Finance and Marketing (2012 to 2014) **Nehru College of Management, Coimbatore, Tamil Nadu, India**



NCM is one of the prestigious Business Schools in India, approved by All India Council for Technical Education (AICTE), recognized by the University Grants Commission of India and affiliated to Bharathiar State University.

- Specialized in Financial Management (main) and Marketing Management (sub).
- Secured first class from university exams.
- The main project completed in Kerala government company Travancore sugars and chemicals LTD
Named financial analysis & summer internal ship completed in the times of India (marketing).

B.Com with Computer Applications (2008 to 2011) **Bishop Abraham Memorial College, Mallapally, Kerala, India**



B.A.M COLLEGE

NAAC Accredited - B Grade (Affiliated to M.G. University, Kottayam Kerala)

B.A.M College Established in 1965, it is accredited from the National Assessment and Accreditation Council of India and it is affiliated to Mahatma Gandhi State University, Kerala, India.

- Studied Bachelor of commerce with the computer application.
- Learned accounting, Tally ERP 9, Microsoft excel.

Computer Knowledge & Seminar.

- Work experience in Microsoft Dynamics Navision ERP, Tally ERP 9, Google Suite, Advanced Excel, Microsoft O365, Teams, Remote Desktop (RDP), Skype for Business, Microsoft Outlook, GoTo Meeting, Adobe, Checkpoint VPN, PC Visor.
- Tally ERP 9, certified from GTECH Academy, Kerala.
- UAE VAT 2017 - Seminar organized by Mangala IT LLC & Tally held at Abu Dhabi on 10th May 17.

Personal Information

- DOB: 18/01/1991
- Place: Pathanamthitta, Kerala, India
- Gender: Male
- Marital Status: Single
- Religion: Christian
- Linguistic Abilities: English, Hindi, Malayalam, Tamil
- Nationality: Indian
- Passport Number: L3018840
- Passport Expiry: 16/07/2023

Reference

Shall be furnished upon request

Declaration

I am keen to continue my career and prepared to work hard to achieve my organization objectives and I hereby declare that the information furnished above is true to the best of my knowledge.