



JOMY THOMAS MATHEWS

PROFILE

A total of 5 years' experience in Accounting & Administrative jobs. Excellent customer relations & communication skills. Hands on experience in SAP Finance module & Tally.

CONTACT

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NATIONALITY:

INDIAN

D.O.B:

11-SEPT-1981

WORK EXPERIENCE

1) Junior Accountant- Khansaheb Group LLC (26.2.19 till 03.03.22) Rashidiya, Dubai

- Booking of invoices both PO & Non-PO in the ERP-EPMS
- Passing payment entries of the invoices booked in the ERP & preparing cheques
- Creation of invoices & passing of Receipts entry for the revenue received from tenants of Car Parking on daily basis.
- Reconciling the books of accounts of the suppliers.
- Answering of supplier queries regarding payment & invoices
- Assisting in VAT filing by pulling out VAT related data and corresponding documents
- Booking of DEWA & SEWA bills and passing payment entries for the same.

2) Assistant Accountant & Customer Service Sprinkles Building Cleaning Services, International City, Dubai (24.10.2016 till 23.10.2018)

- Preparing the daily schedules for the car wash as per the receipts received from the customers in MS Excel. Releasing these schedules by sending them to the customers email addresses through MS Outlook.
- Answering incoming calls from customers related to various queries of the car wash and their complaints.
- Manual Entry of receipts & payments in Tally.
- Follow up with vendors regarding the payment outstanding through outbound calls
- Filing and documentation of invoices, PO, bank statements and other documents.
- Faxing of invoice copies, purchase orders and delivery orders to customers.

3) IELTS Operation Executive IDP Education India Pvt. Ltd. Gurgaon (IDP Head Office, India) (27.01.2014- 25.10.2015)

- Sorting the applications of the candidate's city wise, and allotting individual numbers.
- Updating the candidate details into the system, as received in data verification sheet.
- Manually entering the IELTS marks of the candidates for each module separately into the software in order to release the results of candidates on time.
- Responding to phone calls from candidates regarding the IELTS test registration process.
- Personal interaction with walk in candidates regarding registration and other queries.
- Registering the candidates for the IELTS exam online for the forms received through couriers from the various parts of the country.

TECHNICAL SKILLS

1. M.S. Excel
2. M.S. Word
3. M.S. Power Point
4. SAP AP Module.
5. Pact ERP
6. EPMS ERP
7. Typing Speed 30 to 35 wpm

HOBBIES

- 1 Sports
- 2 Traveling
- 3 Reading Newspapers
- 4 Music

LANGUAGES KNOWN

English

Hindi

Malayalam

Kannada

Tamil

4) Senior Practitioner IBM Global Process Services, Gurgaon (18.04.2012 - 31.12.2013)

- Processing of PO as well as non PO invoices in the software called Pronto
- Indexing of scanned invoices received into Rapid software.
- Answering incoming calls of suppliers, about the invoice payment.
- Replying to email queries in MS Outlook of suppliers regarding the payment status of invoices and the reasons for held up of these invoices.
- Follow up with the client through emails and outbound calls regarding any approvals or updating of Purchase orders so that the invoices can be paid on time

5) Process Developer Genpact, Gurgaon (09.03.2009-16.12.2011)

- Processing of invoices in SAP for both PO & non PO invoices.
- Indexing of supplier invoices through software called Read soft.
- Auditing of posted invoices and updating the audited sheet in MS Excel

6) Financial Associate Hewlett Packard, Bangalore (25.02.2008-22.01.2009)

- Processing of scanned supplier invoices in SAP for both PO and Non PO invoices.
- Handling administrative work such as booking of cabs and hotels for the clients.
- Answering to queries of suppliers regarding the invoice payment status over the phone from US.
- Responding to emails from the suppliers regarding the invoice payment status through MS Outlook.

7) Associate Aditya Birla Minacs, Bangalore (17.01.2007-12.02.2008)

- Answering calls from US & Canada the job portal monster.com
- Handling customer queries regarding job search, job fairs and resetting of login password over the phone.
- Editing and updating of customers resume over the phone in MS Word.
- Applying for the jobs interested over the phone on behalf of customers.

EDUCATION

- Bachelor of Business Management (BBM)
- ISC (+2) New Delhi
- ICSE New Delhi