**TITUS JEROME
DUBAI, U.A.E
0505123901
titusjerome03@gmail.com**

**OBJECTIVE:**

**Seeking a position as Senior Accountant, where my extensive experience will be further develop and utilize.**

**CAREER PROFILE:**

* **Detail-oriented, efficient and organized professional with extensive experience in accounting systems.**
* **Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.**
* **Excellent written and verbal communication skills.**

**EXPERIENCE**

**ELITE VALET PARKING SERVICES, Al Quoz Dubai**

**Senior Accountant,from 19/11/2011 to 30/11/2018 Overall Responsibilities (but not limited to)**

**Reports directly to the CFO.**

* **Looking after accounts in computerized system with necessary entry**
* **Preparing monthly financials from the system**
* **Administered online banking functions.**
* **Preparing Final settlement of staff**
* **Preparation of cheques for payments**
* **Keeping control on P.D.C, Factoring, L.B.D, T.T**
* **Monitor the company's cash flow every day and release the funds on priority bases**
* **Following up Debtors outstanding on the bases of due amount and credit period**
* **Following up on the relations with the company banks and ensuring timely reconciliation of all balances**
* **Managed accounts payable, accounts receivable, and payroll departments.**
* **Liaised with bankers, insurers and Creditors with regards to financial transactions.**
* **Performed general office duties and administrative tasks.**
* **Prepared weekly confidential sales reports for presentation to management.**
* **Managed the internal and external mail functions.**
* **Prepare periodic regulatory filings ( VAT )**
* **Ensured compliance with accounting deadlines.**
* **finalization of accounts up to auditor's level**
* **coordinate with Auditors and provide full support to them during the yearly Audit so the Audit is done on time,**

**KYOTO GENEARL TRADING AL QUOZ**

**SENIOR ACCOUNTANT,from 19/06/2006 to 31/05/2011 Overall Responsibilities (but not limited to):Reports directly to the Managing Director.**

* **Looking after accounts in computerized system with necessary entry**
* **Preparing monthly financials from the system**
* **Administered online banking functions.**
* **Preparing Final settlement of staff**
* **Preparation of cheques for payments**
* **Keeping control on P.D.C, Factoring, L.B.D,LC, T.T**
* **Monitor the company's cash flow every day and release the funds on priority bases**
* **Following up on the relations with the company banks and ensuring timely reconciliation of all balances**
* **Managed accounts payable, accounts receivable, and payroll departments.**
* **Liaised with bankers, insurers and Creditors financial transactions.**
* **Performed general office duties and administrative tasks.**
* **Prepared weekly confidential sales reports for presentation to management.**
* **Managed the internal and external mail functions.**
* **Ensured compliance with accounting deadlines.**
* **Finalization of accounts up to auditor's level**
* **coordinate with Auditors and provide full support to them during the yearly Audit so the Audit is done on time,**

**Worked as an Worked as an Accountant with M/s. Kingsway Traders L.L.C, Dubai from 13/09/ 1999 to 15/06/2006**

 **Accountant with M/s. Spectrum Printing Press, Sharjah from Sept. 1998 to April 1999.**

 **Worked as an Accountant with M/s. Gupta Enterprises, East Kailash New Delhi from 1995-1997**

 **Worked as an Accountant with M/s. Computer Ware, . New Delhi from 1994- 1995**

**PERSONAL DETAILS**

 **Date of Birth : 1st March 1969**

 **Nationality : Indian**

 **Marital Status : Married**

 **Visa Status : Residence Visa( Any time can join the Job)**

 **Languages Known : English, Hindi & Malayalam**

 **Driving License Holding valid UAE Driving License with own vehicle**

**EDUCATION:
B.sc (Mathematics) from M.G University, Kerala, India**

**D.S.M. from NIIT (Diploma in System Management)**

**Trained from M.Thomas chartered Accounts & Rakeesh Jain chartered Accounts New Delhi.**

**FINANCIAL SOFTWARE KNOWLEDGE:**

* **TALLY ERP 9**
* **PEACHTREE**
* **CAN HANDLE ALL FINANCIAL ACCOUNTS PACKAGE**
* **COMPUTE SKILLS
Microsoft Word, Excel, Outlook Express**

**Salary Expected :Dhs. 10,000 /-Negotiable**

 **TITUS JEROME**