



Jomol George

ACCOUNTING SERVICES
ASSOCIATE

Details

Villa No.7 AL Nahda Metro 1

Dubai

Dubai

United Arab Emirates

+971581380726

jomol126448@gmail.com

NATIONALITY

Indian

DATE / PLACE OF BIRTH

13/11/1995

India

Links

[LinkedIn](#)

Skills

MS Office Packages

SAP 7.2

Tally

QAD

LAWSON

Excel Macro

Ariba ERP

Oracle

Webde & Tradeshift

GAAP Principles

Vendor Reconciliation

GRIR Reporting

Retail Loss Prevention

Customer Service

Profile

Achievement-driven professional with an experience of above 5 year's. To secure employment with a reputable company, where I can utilize my skills and experience to the maximum. Excellent knowledge of Account Payable process and procedures; experiencing in using SAP and other similar ERPs

Employment History

Accounting Services Associate II, CONDUENT BUSINESS SERVICE LLP (Michelin Tyres, France), Kochi , India

JULY 2021 – FEBRUARY 2022

- Received electronic Invoices
- Process of vendor invoices and handling vendor inquiries
- Processing of exceptional items
- Conversion of purchase requisition to purchase orders Deep understanding of the end - to - end P2P accounting Verify that all Invoices are supported by duly approved purchase order when applicable signed receiving documentation

Accounting Services Senior AP Associate, E XL SERVICES PVT LTD(Stanley Black and Decker, North America) , Kochi. India

MAY 2018 – DECEMBER 2020

- Reconciled vendor statements and handled payments complaints and discrepancies
- Facilitated successful internal and external audit through sound and thorough documentation
- Supervised invoice processing, expense reports, credit memos and payments
- Perform 3-way matching in the ERP system or manual matching (non-PO reference AP documents)
- Verify claims with supporting documents provided and update claim details into SAP system.
- Conduct reconciliation periodically, in accordance to reimbursement policies Clearing of vendor account Provides documents and/or reports required for audits such as but not limited to GR/IR reports, AP Ageing and AP Listing

Accounting Services Senior AP Associate, EXL SERVICE PVT(Baylor Scott and White, North America) , Kochi, India

DECEMBER 2022 – MARCH 2021

- Point of contact for vendors and guide vendors through the on boarding process
- Primary support for vendors experiencing problems Own support tickets with appropriate levels of follow-up, knowing when to escalate
- Determine the appropriate escalation path, delineating issues into escalations, bugs, feature enhancements

Accountant cum Store Manager, IRIDESCENT ENTERPRISES(Bear Teddy Bean Bags) , Kochi, India

JANUARY 2017 – JANUARY 2018

- Supervise, train and assist employees like Sales Representatives and Retail Store Clerks in customer service, store maintenance and product promotions
- Ensure the store remains clean and presentable at all times
- Hire and train as needed to ensure adequate personnel is on hand to provide outstanding customer service

Data Entry

Accounts Payable

Languages

Hindi

Tamil

Malayalam

- Maintain proper inventory levels, ensure stocking, implement purchasing plans and maintain contact with suppliers to ensure maximum efficiency in meeting sales goals Seek ways to better
- Promote the store, the product line and service within the store
- Handling day-to-day expenses and making GST , TDS payments

Administrator And Data Entry Operator, WAPCOS LTD (A Government of undertaking) , Kochi, India

JULY 2016 – DECEMBER 2016

- Support management, team and project groups
- Perform general administration & secretarial duties All activities related to occupational safety including company first aides, fire prevention, officer's monitoring, compliance with the internal guidelines, policies & strategies
- Take over additional task when is required
- Provide assistance and support to the assigned office in all the day-to-day administrative and operational duties

Customer service Executive, AABASOFT PVT LTD(Asianet Broadband Service), Kochi, India

MARCH 2016 – JUNE 2016

- Memorize scripts for products and services, and keep handy for reference during calls
- Build positive relationships by going above and beyond with customer service, ensuring all questions, cancellations and
- concerns are addressed appropriately
- Meet daily personal/team qualitative and quantitative targets, and achieve all service, productivity and quality objectives Leverage data and insights gathered in the call center to recommend and influence process-improvement opportunities

Education

Bachelor Of Commerce, MG University, Kerala India

JUNE 2013 – MARCH 2016

Graduated with C+ grade Specialized in Finance and Taxation

Project

National Urban Livelihood Mission

DECEMBER 2016 – FEBRUARY 2017

Computer- Account Assistant- Handling and maintaining accounts of a corporate using by Tally ERP

References

Fazil Mohammed from EXL Service PVT LTD

91 9976493470

Arun Mohan from Conduent Business Services LLP

91 9976493470

Visa Status

Visiting Visa(Passport#T0411282)

MAY 2022