



MONCY .MATHUKUTTY. PUTHIYIDOM

ACCOUNTANT/ ADMINISTRATION / FRONT OFFICE / SALES

Secure a responsible career opportunity to fully utilize my training and skills, while making a Significant contribution to the success of the company, I aspire to be an effective member of society.

moncy3636@gmail.com

Abu Dhabi – United Arab Emirates

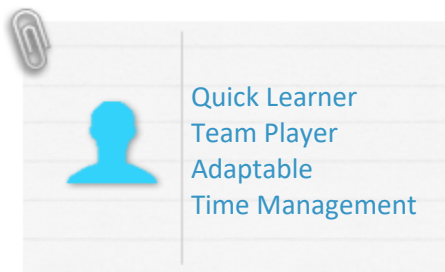
+971 563681599

Key Skills

Finance Operations & Accounting

Banking, Administration,
Front office supervision &
Documentation

Soft Skills



Profile Summary

- A highly knowledgeable accounting Professional, with 4.5 years' experience in managing accounts, willing to undertake a challenging opportunity in a fast paced environment .
- Experience in Monthly Accounts Management, P&L analysis, Month end procedures and Bank, debtors & creditors Reconciliation.
- Ability to work independently and under pressure.
- Preparing outstanding list of Debtor & making Payment follow-up, preparing of Tax invoices, Vouchers & Payment.
- Ability to work well in team environment and able to express detail.
- Managing purchase, sales, payment, receipt collection & journal voucher.
- Preparing reports on accounts payable and accounts receivable, and maintaining cash transaction, Employees WPS preparation & petty Cash book along with day to day cash & bank transactions.
- Efficient multitasked, proficient at streamlining Admin front office Operation.
- Good communication skills and co- ordination.
- Document presentation in an easy and simple way.

Education

- MBA in Sales and Retail (2017), Indian school of Business and Administration, INDIA
- B Com in Commerce (2015) Dr. C.V.Raman University, Bilaspur, INDIA



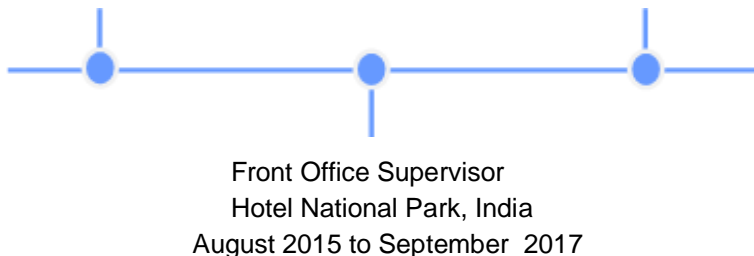
Career Timeline

Accountant General
Royal Discount center LLC,
Abu Dhabi-UAE
MAY 2018 – JUNE 2020

Accountant
Tech 9 Engineering Solutions
Pvt Ltd, India
March 2012 to July 2013

IT Skills

- Retail Invent,
- Tally ERP 9.0
- Administration MS
- Office Application



Previous Experience

Accountant General-Royal Discount Center LLC-Abu Dhabi-UAE, From 19 May 2018 to 30 June 2020

- UAE Vat Return filing as per FTA rules & procedures.
- Preparing reports on accounts payable and accounts receivable, and maintaining cash transaction & petty cash book along with day to day cash & bank transactions.
- Preparing outstanding list of Debtor & making Payment follow-up, preparing of Tax invoices, Vouchers & Payment.
- Assisted with the physical counting for monthly inventory and finalization of the stocks.
- Maintain salary register, Balance sheet & profit & Loss while ensuring proper standard.
- Manage electronic funds transfer.
- Managing purchase, sales, payment, WPS salary transfer for employees, receipt collection & journal voucher.
- Preparation of staff documents and visa processing.
- Staff Management.

Front Office Supervisor- Hotel National Park- Ettumanoor-India-From 01 August 2015 to 30 August 2017

- Maintains a friendly, cheerful and courteous demeanor of all times.
- Reconcile the daily cash statement and making deposits once per shift.
- Oversee the day to day routine of hotels front office area, including supervision of 18 to 25 employees.
- Ensuring front office log book and hotel log book is always updated and auctioned upon.
- Assisting all departments in servicing the guests during high volume period.
- Assist with check-in and check- out procedures during peak hours of operations when needed.
- Perform other duties as assigned, requested or deemed necessary by Management.
- Cross check all billing instructions are correctly updated.
- Ensure outstanding customers care at all time.
- Handel, hiring, termination and scheduling of front office and daily base staff.

Accountant – Tech 9 Engineering Solutions Pvt Ltd -India-From 08 March 2012 to 30 June 2013

- Preparing outstanding list of Debtor & making Payment follow-up, preparing of Tax invoices, Vouchers & Payment.
- Preparing reports on accounts payable and accounts receivable.
- Maintaining cash transaction & petty cash book along with day to day cash.
- Managing purchase.
- Preparation of Purchase quotations.



Personal Details

Date of Birth : 19-05-1988
Languages Known : English, Hindi, Malayalam and Tamil
Nationality : Indian
Marital Status : Married
Passport Details : U8615753
Visa Status : SPOUSE VISA
Driving License : Valid UAE driving license-(2569522)