

 <p>JENAT JOY</p> <p>Email: joyasir2016@gmail.com</p> <p>Mob/WhatAPP +971-55-8433911</p>	<p style="text-align: center;"><u>RESUME</u></p> <p>CARRIER OBJECTIVE</p> <p>Seeking assignment with a reputed, progressive organization with an opportunity to utilize my knowledge and to gain further experience. An effective team leader with a flexible and detail oriented attitude possess good analytical, planning and organization skills.</p> <p>PROFESSIONAL EXPERIENCE</p>
<p>Personal Profile: -</p> <p>Date of Birth : 10/05/1969</p> <p>Gender : Male</p> <p>Nationality : Indian</p> <p>Passport No : R6312448</p> <p>Passport DOE :14/11/2027</p> <p>Visa Status : Employment</p>	<p>ACCOUNTANT – August -2023 to 04/04/2025 MOUHAJER INTERNATIONAL DESIGN AND CONTRACTING LLC - Dubai - U.A.E.</p> <p>ACCOUNTANT – May -2018 to May -2023, TOURUKAT EMIRATES GENERAL CONTRACTING LLC, Ajman - U.A.E.</p> <p>ACCOUNTANT – May - 2009 to March - 2018, ELECTRO PLUS ELECTRICAL AND PLUMBING INSTALLATION WORKS LLC. Dubai - U.A.E.</p> <p>GENERAL ACCOUNTANT – June - 2008 to March - 2009, AI ROSTAMANI PEGAL CONTRACTING LLC, Dubai - U.A.E.</p> <p>ACCOUNTANT – April - 1998 to March - 2008, ROBIN EXPORTS, Tamilnadu - India</p> <p>AUDIT ASSISTANT – January - 1995 to March - 1998 FRANK & Co, Nagercoil - Tamilnadu - India</p> <p>ACADEMIC RECORD</p>
<p>Areas of Expertise:-</p> <p>Financial Reports</p> <p>Bank Reconciliation Statement</p> <p>Accounts Receivables Reports</p> <p>Accounts Payables Reports</p> <p>Payroll & WPS Disbursement</p> <p>VAT – Submission to FTA</p> <p>Finalization of Accounts and Assist Internal & External Audit</p>	<p>Ø M.Com – (Finance) Kerala University, Thiruvananthapuram, Kerala - India.</p> <p>Ø B.Com – Madurai Kamaraj University, Tamilnadu- India.</p> <p>Ø Diploma in Computer Application (DCA) , Tamilnadu- India.</p> <p>Ø MS - Office - Excel, Word, ERP - Tally, Simsar, Analyst. E- promise</p> <p>LINGUISTIC ABILITIES – ENGLISH, TAMIL & MALAYALAM</p> <p>KEY RESPONSIBILITIES – FINANCIAL REPORTING AND ANALYSIS: -</p> <p>Ø Maintain general ledger accuracy and oversee month - end and year - end closing processing</p> <p>Ø Preparation - Business Plan, Budgeting, Cash inflow and Outflow</p> <p>Ø Prepare and Analyze Financial Statements, Balance Sheet and Income Statements.</p> <p>Ø Manage invoices, bills, and other accounts payable and receivable tasks.</p> <p>Ø Conduct Variance analysis and provide financial insights for Project Cost Control.</p> <p>Ø Ensure timely payments to suppliers and accurate and monitor tracking of receivables.</p> <p>Ø Monitor the Project Cost, Budgets and Cash flow to ensure financial efficiency.</p>

<p>Strenghts</p> <p>#The burning desire for Self Improvement.</p> <p># A good team player and positive attitude</p> <p># Evergreen quest for the great knowledge which fires up innovations</p> <p># Ability to strike a friendly chord with any kind of personality and versatility.</p>	Ø Work closely with Project Managers to track Construction expenses and revenue recognition.
	Ø Handling petty cash and recorded and updating as per cost centres
	Ø Reconcile bank accounts to ensure accurate record-keeping and cash flow management. Monitor cash balances and identify discrepancies.
	Ø Coordination with HRD for Payroll, EOSB and disbursement salary through WPS.
	Ø Reconcile project costs and ensure accurate allocation of expenses, Accounts Payable & Receivable.
	Ø Prepare and record Assets, Liabilities, Revenue and Expenses entries by compiling analyzing and information.
	Ø Maintains and balances subsidiary accounts by verifying, allocating, posting, reconciled and resolving discrepancies.
	Ø Prepare Intercompany bank account reconciliation, Monthly reconciling all the intercompany balances and reports to the Finance Controller/Management.
	Ø VAT Compliance- Calculate and file VAT returns in line with UAE VAT regulations
	Ø Handling all kind of Insurances such as Building /Project insurance, Medical Insurance and Workman Compensation Insurance etc.
	Ø Process invoices, verify financial data for use in maintaining accounts payable records, Maintain vendor files and resolve any discrepancies
	Ø Assist in preparing consolidated financial reports for Management review.
	Ø Preparing project wise job costing as per requirements of Management.
	Ø Account reconciliations and monitor customer/clients account details for non-payments, delayed payments, and other irregularities and report to Management.
	Ø Budgeting and Forecasting - Assist in the preparation of budgets and forecast, providing key insights into financial performance. Monitoar actual versus budgeted expenses, idetifying areas for cost control.
	Ø Prepare final statements of accounts, Fixed Assets scheduled and other related reports and supporting documents provide for Auditing.
	Ø Audit Support - Assist external and internal auditors in prepaing for audits, providing necessary for audits, providing necessary documents and information.
	Ø Monitor actual versus budgeted expenses, identifying areas for cost control.
	<p>I hereby declare that all the information given above is true to the best of my knowledge and belief.</p>

Thanking You

A.S.JENAT JOY