

# BLESSON JOHNSON

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Dubai, UAE

**Visa Status & Availability:** Visa cancellation under processing, Available for immediate joining.



## Summary

Aspiring professional with MBA Finance & B. Com with Computer Applications qualifications and around 5 years of work experience in Accounts & Operations in IT Sales & Services, Contracting industries. Experience in Accounts payable, Receivable, Billing, UAE VAT Filing, Staff reimbursement processing, WPS processing, Purchasing, Logistics coordination & Experience in Microsoft Dynamics Navision ERP , Tally ERP 9, Microsoft office packages.

## Professional Experience

**Branch Accountant at Hitachi Systems MC – Dubai Branch**  
**Feb 2019 to Mar 2020 (1.1 Year)**

**HITACHI**  
Inspire the Next

HITACHI Systems is a system integration company providing end to end solutions with advanced technology-driven solutions in the field of IT Networking, Infrastructure, cloud computing & Security.

- Responsible for Sales Shipping and Invoicing in Microsoft Dynamics Nav ERP.
- Service contract & AMC billing.
- Following up professional services sign-off for billing.
- Credit Note Preparation.
- Prepare Billing Forecast Report.
- MIS Reporting.
- Customer Aging Report preparation.
- Arranging invoice and PI submission & Cheque collection.
- Sharing due payment reminders & SOA to customers.
- Responsible for Material inward & Purchase invoice posting in ERP.
- Vendor payment forecast Report Preparation.
- Responsible for initiating vendor payment process, taking approvals, ensuring timely payments to vendors. Sharing bank advises with vendors.
- Preparing VAT data, filing of VAT return through the Federal Tax Authority website & making payments.
- WPS processing. Employees end of service settlements as per UAE labour law.
- Petty cash and cash management.
- Complete general ledger operations.
- Account/bank reconciliations.
- Monthly closings.
- Staff & other business-related reimbursement expenses verification and processing.
- Responsible for utility, telephone mobile bills payments.
- Interact and provide requested items by external auditors for review.
- Responsible for Sales Order approval in the Microsoft Dynamics Nav ERP.
- Cross-checking sales order documents, costing and compliance approval.
- Compare and evaluate offers from suppliers. Negotiate to price. Coordinating with HO purchase department for release PO. Communicate with vendors for the Credit Facility & Discounts, Sharing PO with the vendor.
- Communicate with all major Local & International vendors / OEM and arranging Hardware & Licenses delivery in UAE and Oman Regions (NetApp, Cisco, Checkpoint, Fujitsu, Dell EMC, Super Micro, HPE Servers, SonicWall, Gemalto Gigamon, VMware, Veeam, McAfee, Microsoft SPLA, Checkpoint etc.)
- Sharing Acknowledged invoice and proof of delivery (POD) with customers.
- Communicate with internal Sales, Technical, Purchase, Credit Insurance & Compliance departments.
- Initiating Partnership with OEM & Major distribution vendors.

- Taking approval from the legal department for Non-Disclosure Agreements.
- Arranging vendor and customer onboarding as per company policy in ERP.
- Coordinating for employee's onboardings, visa processing, labour, emigration cancellation.
- Performs other related duties as required.

**Accountant General at World Star General Contracting LLC – Abu Dhabi  
May 2016 to Sep 2018 ( 2.4 Year )**



**WORLD  
STAR  
HOLDING**

World Star Holding established in 1974, it is one of the leading workforce outsourcings company in UAE with offices in Abu Dhabi, Dubai & Sharjah.

- Sales Tax Invoice, Tax Credit note preparation in Tally ERP 9.
- Accounts payable for more than 100 vendors, accepting Tax Invoices. Posting it in the ledger.
- Follow up with receivables and preparing an ageing report.
- Ageing reports send to the group finance manager and notify high-risk debtors.
- Contacting debtors and visiting their office when it's required.
- Issue receipt for cheque received from the customer. Deposit all cash and check collections made.
- bank reconciliation.
- Custodian of petty cash, accepting, checking, paying, recording petty cash bills.
- Responsible for utility, telephone mobile bills payments.
- Vendor ledger creation with supporting documents.
- Checking vendor Tax Invoices, LPO, supporting documents.
- Check all payments before presenting management for approval.
- Communicate with vendors and resolve the issue over invoice and payment.
- Timely and accurate payment releasing as per credit terms & depending upon the funds.
- Preparing VAT data, filing of VAT return through the Federal Tax Authority website & making payments.
- Making arrangements for staff bank a/c opening, prepaid salary card application.
- Issue salary advances for employees. Salary sheet preparation & making it approved from management.
- WPS payroll preparation and accurate and timely processing of salaries.
- Communicate with labourers to resolve the issue over salary.
- Employees end of service settlements as per UAE labour law
- Assisting group finance manager for finalizations of accounts.
- Reporting to the group finance manager, CEO.
- Responsible for all purchasing activities in the company.
- Preparing purchase request form & make, it is signed from management.
- Finding suppliers accepting the quotation from suppliers.
- Compare and evaluate offers from suppliers. Negotiate to price.
- Acquire low-cost labour camp rooms in Mussafah Abu Dhabi.
- Regularly checking company vehicles through GPS & find its unauthorized usage.
- Inspection is done in the labour camp, drivers overtime processing.
- timesheet preparation, NOC, quotation, purchase order, documentation, and site visit in the initial stage.
- Custodian of original company documents like trade license, chamber of commerce certificate, and emigration card, memorandum of association, power of attorney & staff, and labours passports.
- Coordinating employee's visa processing, labour, emigration cancellation.
- Coordinating employee's medical test, daman insurance processing.
- Created and maintain company official WhatsApp group.
- Posting job vacancy in job websites, reviewing resumes and applications sent in by job applicants.
- Scheduling interviews for job applicants.

**Assistant Accountant at Aawathy Granites & Hollow Bricks, Kerala  
Jun 2014 to Oct 2015 ( 1.5 Year )**

**ASWATHY GRANITES  
& HOLLOW BRICKS**

Aswathy Granites is one of the building materials company located in Pathanamthitta, Kerala, India.

- Sales invoice preparation Tally ERP 9
- Vendor invoices posting.
- Handling petty cash and bank accounts.
- proper record keeping of invoice and documents.

## Education

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### **MBA in Finance and Marketing ( 2012 to 2014 )** **Nehru College of Management, Coimbatore, Tamil Nadu, India**



NCM is one of the prestigious Business Schools in India, approved by All India Council for Technical Education (AICTE), recognized by the University Grants Commission of India and affiliated to Bharathiar State University.

- Specialized in Financial Management (main) and Marketing Management (sub).
- Secured first class from university exams.
- The main project completed in Kerala government company Travancore sugars and chemicals LTD  
Named financial analysis & summer internal ship completed in the times of India (marketing).

### **Bachelor of Commerce with Computer Applications ( 2008 to 2011 )** **Bishop Abraham Memorial College, Thurithicadu, Kerala, India**



**B.A.M COLLEGE**

NAAC Accredited - B Grade (Affiliated to M.G. University, Kottayam Kerala)

B.A.M College Established in 1965, it is accredited from the National Assessment and Accreditation Council of India and it is affiliated to Mahatma Gandhi State University, Kerala, India.

- Studied Bachelor of commerce with the computer application.
- Learned accounting, Tally ERP 9, Microsoft excel.

### **Computer Knowledge & Seminar.**

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- Work experience in Microsoft Dynamics Navision ERP, Tally ERP 9, Google Suite, Advanced Excel, Microsoft O365, Teams, Remote Desktop (RDP), Skype for Business, Microsoft Outlook, GoTo Meeting, Adobe, Checkpoint VPN, PC Visor.
- Tally ERP 9, certified from GTECH Academy, Kerala.
- UAE VAT 2017 - Seminar organized by Mangala IT LLC & Tally held at Abu Dhabi on 10th May 17.

### **Hobbies And Interests**

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- Travelling, Sports, Photography, Swimming, Pets, System, Networking on LinkedIn.

### **Personal Information**

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- DOB: 18/01/1991
- Place: Pathanamthitta, Kerala
- Gender: Male
- Marital Status: Single
- Religion: Christian
- Linguistic Abilities: English, Hindi, Malayalam, Tamil
- Nationality: Indian
- Passport Number: L3018840
- Passport Expiry: 16/07/2023

### **Reference**

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Mr. Vishal Shah, Finance Manager, Hitachi Systems, +971-524803695

### **Declaration**

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I am keen to continue my career and prepared to work hard to achieve my organization objectives and I hereby declare that the information furnished above is true to the best of my knowledge.