From

Joy Joseph

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To

The Human Resources Manager

# **Subject: Application for the Position of Senior Accountant.**

Dear Sir/Madam,

I am attaching a copy of my resume for your due consideration.

I have Masters in Commerce (Accounting & Taxation) with more than 12 years U.A.E. experience as Accountant General in SAP Business One ERP system and ERP Orion System. I am currently working as Accounts Manager in the corporate office of a reputed organization, M/s

Ijmal Trading L.L.C. in Dubai.

I am hardworking, dedicated and willing to take on responsibility and challenges. If given an opportunity to work in your prestigious organization, I shall endeavor to fulfill the requirements of the position to the best of my ability and to the satisfaction of the management.

I am a person who is open to criticism and view failures as an opportunity to learn and stepping stone to success. I am a good team player with great desire to learn.

Thanking you in anticipation for your favorable response.

Yours truly

**Joy Joseph**

**Mob:** 050-3534461



Joy Joseph

**Career** **Objective**

To work in a professional and challenging environment where I can be an asset to the company and simultaneously grow professionally within the organization.

**Educational Qualification**.

* M.Com from University of Calicut (Accounting & Taxation)
* B. Com from University of Calicut (Accounting & Cost Accounting)
* SET (State Eligibility Test) under Kerala Govt (Commerce).
* Pre-Degree from University of Calicut.
* Secondary School Leaving Certificate from Kerala State Secondary Education Board.

**Computer Proficiency**

Accounting Package : SAP Business One ERP, ERP Orion, Tally (Computerized Accounting), Peach Tree, Dac Easy and Odoo ERP Software.

Operating Systems **:** All windows platforms

Software Packages **:** MS Office 97, MS Office 2000, (MS Word, Excel, PowerPoint)

* **Experience Summary**
* **Accounts Manager – Ijmal Trading L.L.C., Dubai**

**(A leading local Group specialized in supply of cosmetic and food items all over U.A.E.From January,2019- March,2020)**

* Preparation of financial statements.
* Preparation of daily, weekly and monthly sales report and collection analysis and reporting.
* Perform cash flow forecasting, budgeting and working closely with the operations and project teams in analyzing margins, variances and cost analysis.
* Responsible for day- to-day finance and accounts’ operations
* Maintains and balances subsidiary accounts by verifying, allocating, posting, reconciling transactions and resolving discrepancies.
* Responsible for all Authority related payments and analyze the monthly trend.
* Maintains general ledger by transferring subsidiary accounts, preparing trail balance and reconciling entries.
* Perform full set of accounts and ensure timely closing of accounts.
* Responsible for timely monthly consolidated financial statements, payments, cash-flow management reporting for submission to Management
* Review & approve payment vouchers & journal entries
* Develop and maintain internal control and effective accounting system and policies for the set up.
* Establish and maintain systems for cost-sensitivity analysis and early-warning of cost-overruns.
* Preparation of bank reconciliation statement.
* Summarizes financial status by collecting information, preparing balance sheet, profit and loss and other statements.
* **Senior Accountant – Mohammed Omar Bin Haider Group, Dubai**

**(A leading local Group specialized in Construction, Real Estate, Maintenance & Hotel Groups-From April,2010 to January,2019)**

* Handle full spectrum of financial and cost accounting role including accounts receivable, accounts payable, general ledger, forecasting and budgeting in SAP & ERP and Orion system.
* Maintains and balances subsidiary accounts by verifying, allocating, posting, reconciling transactions and resolving discrepancies.
* Responsible for day- to-day finance and accounts’ operations
* Responsible for all Authority related payments and analyze the monthly trend.
* Maintains general ledger by transferring subsidiary accounts, preparing trail balance and reconciling entries.
* Perform full set of accounts and ensure timely closing of accounts.
* Responsible for timely monthly consolidated financial statements, payments, cash-flow management reporting for submission to Management
* Review & approve payment vouchers & journal entries
* Perform cash flow forecasting, budgeting and working closely with the operations and project teams in analyzing margins, variances and cost analysis.
* Issue project cost reports for review and approval.
* Develop and maintain internal control and effective accounting system and policies for the set up.
* Support CFO in ensuring that intercompany cost allocations are in line with management agreements and transfer pricing policy
* Establish and maintain systems for cost-sensitivity analysis and early-warning of cost-overruns.
* Preparation of bank reconciliation statement.
* Handling payroll of 300 plus employees.
* Summarizes financial status by collecting information, preparing balance sheet, profit and loss and other statements.
* Knowledge of auditing practices and principles.
* **Accountant General – Abu Hail Contracting Company, Dubai- From November,2008 to April,2010)**
* Computerized accounting until finalization.
* Worked towards Company’s goal of overall cost reduction by create additional cash reserves, to reduce price of product or service, to bring expenses in line with revenues, to eliminate unnecessary expenses or wasteful spending, to increase company value, to increase competitive advantage and to move costs between departments.
* Reduced cost by reviewing vendor contracts for better pricing & terms, reviewing equipment & IT leases for savings opportunities, reducing office supply expenses, reducing waste or starting a recycling program, finding less inexpensive ways to produce copies, reducing telephone charges and reducing utilities expenses.
* Maintained books of accounts like petty cash book, purchase register, general ledger, receivable ledger, stock register etc.
* Finalized accounts and passing of adjustments and closing entries in respect of different types of entities.
* Handled computerized accounting and banking procedures.
* Purchase booking and preparation of payroll statement
* Preparation of yearly budgets.
* Monthly bank reconciliation.

**Accountant. – FCA Rajan Chartered Account Firm, Kalpetta, Wayanad, Kerala-From January,2005 to September,2008)**

**Responsibilities**

* Preparation of Financial statements,
* Analysis of financial reports – Balance Sheet Analysis – Financial and Management Accounting of various concerns viz manufacturing, trading etc.
* Statutory Audits – Representation before various authorities on taxation, company law & supervising Accounting.
* Preparation of books of accounts in respect of clients.
* Maintenance of books of accounts like petty cash book, purchase register, general ledger, receivable ledger, stock register etc.
* Preparation of bank reconciliation statement.
* Finalization of accounts and passing of adjustments and closing entries in respect of different types of entities.

### **Accounts Assistant: Worked as Accountant in Chandragiri Construction Co Ltd. – Kerala, India -From February,2002 to January,2005)**

**Job Responsibilities:**

* To provide support with all the financial MIS.
* Prepare the monthly financial performance packs, in a timely and professional manner, which provide a good insight to the business.
* Checking sales prices with purchase orders.
* Sending final invoices to customers for payment.
* Preparing and sending statement of Accounts to customers at month end.
* Follow-up with customer for payments on any outstanding invoices.
* Provide business support by actively participating in key strategic projects to build up revenues.
* Preparation of local payments.
* Preparing petty cash vouchers and handling petty cash.
* Preparing and maintaining month-end reports.

### **Accounts Assistant: Worked as Accounts Assistant in Elston Estate & Industries, Kerala, India**.-**From January,2000 to January,2002)**

**Job Responsibilities:**

* Provided administrative support for supervisor and others within the department.
* Prepared petty cash vouchers and handled petty cash.
* Prepared employee salaries.
* Calculation of leave pay, gratuity, other allowances and end-of-service paper works of the employees.
* Sending faxes, copying, maintain confidential files, records and databases as needed.

**Strength**

* Strong accounting and banking knowledge.
* Positive attitude with the ability to motivate others.
* Interpersonal communication skills, teamwork abilities and analytical and logical abilities.
* Knowledge of basic administrative skills.
* Good analytical mind and reporting skills.
* Strong accounting knowledge and implementation of computerized accounting system.

**Personal Details**

* Name Joy Joseph
* Date of birth 18/05/1974
* Nationality Indian
* Sex Male
* Marital Status Married
* Passport No M 4864858
* Visa Status Employment Visa
* Languages known English, Malayalam & Hindi.
* Driving License Valid U A E driving license

**Note:** **Personal and professional references can be provided upon request.** **E-mail:** [**joseph.joyjoseph@gmail.com**](mailto:joseph.joyjoseph@gmail.com) **–Mobile–** 050-3534461