



## SHINO D JOSEPH

### ACCOUNTANT

**P.O. Box No : 22076, Sharjah, UAE.**

**Email: shinodjoseph03@gmail.com**

**Mob: +971525349260**

## Professional Attributes

- **Three years of experience** in Processing accounts receivable and accounts payable, Vendor reconciliation and Bank reconciliation, Month end and Year end closures, Intercompany reconciliation, General ledger posting in ERP, VAT return and filing, Post monthly recurring journal entries and accruals.
- Ability to work under pressure, willing to face challenges, high commitment and strong drive to succeed.
- Good knowledge of accounting procedures

## Experience

### **THREE STAR AUTO SPARE PARTS TRADING – SHARJAH** **ACCOUNTANT & ADMINISTRATOR (July 2018 to Sep 2020)**

Duties & responsibilities include:-

- Processing and posting transactions in accounts receivables, accounts payables and cash records.
- Inter branch reconciliation
- Reconciling periodic accounts receivables, accounts payables, bank statements and intercompany confirmations.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Preparation of VAT return and filing.
- Reconciling cash book of 10 branches on daily basis
- Accounts payable-Preparation and issue of cheques and vendor balance reconciliation
- Accounts receivable follow up, maintaining PDCs and customer ledger reconciliation
- Participating in Month end and Year end closures.
- Vehicle registration, Insurance follow up and documentation
- Preparing the prepayment schedule
- Co-ordinate with purchase department and update the payment for import suppliers
- Petty cash handling
- Preparing payroll and disbursement of cash & wages salary
- Shop trade license renewal, insurance renewal follow up & documentation

**PRIYANKA MOTORS.****Accounts Assistant (May 2017- May 2018)**

Duties & responsibilities include: -

- Responsible for Day-to-day finance and accounting transactions
- Supervise the accounts receivable and payable function
- Updates and maintains general ledgers and journals
- Petty cash handling
- Prepare monthly expense reports and maintain vendor files.
- Reconciling accounts payables, bank statements.

---

## Education

**PROFESSIONAL QUALIFICATION**

- Masters of Commerce – Mahatma Gandhi University (80% aggregate)
- Bachelor of Commerce –Mahatma Gandhi University (80% aggregate)

**EDUCATIONAL QUALIFICATION**

- HIGHER SECONDARY – through Board of Higher Secondary Examination, Kerala (92% MARK)
- SECONDARY – through Indian Certificate of Secondary Education, India (82% MARK)

**CERTIFIED COURSES**

- Tally.ERP 9
-

---

## Technical Proficiencies

- Falcon ERP
- Microsoft Office

---

## Personal Snippets

- Date of Birth : 26/02/1995
- Gender : Male
- Nationality : Indian
- Marital Status : Single
- Passport No : R 3216363
- Languages known : English, Tamil, Malayalam, Hindi
- Visa Status : Visit Visa

---

## **DECLARATION:**

I hereby solemnly declare and affirm all the above particulars & information are true & correct and that I have not knowingly withheld any facts.

**SHINO D JOSEPH**