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| **.JOSEPH****JOSEPH.119537@2freemail.com** |  |

**PROFILE:**

* A dynamic and hardworking individual, with more than 20 years varied experience in Shipping Accounts, ERP system and Logistics jobs, mainly in Gulf countries with Multinational Companies engaged in Trading, Transport and Offshore support Services.

**OBJECTIVE:**

* To be in an Organization, which offer challenging environment and an exciting growth path to performing candidates.

**SKILLS:**

* Hands on experience on packages like Sage, Tally, MS Great Plains, Orion Lite, Quick Books and E-requisition.
* Excellent working knowledge of MS Office 2007,2010 , MS Access And Visual Basic, OS –Windows 10 & Server 2003 and Internet.
* Excellent communication skills in English, Hindi, Marathi, Tamil, Malayalam and Arabic [Soft].
* Excellent planning and organizing abilities.
* Good correspondence and interpersonal skills.
* Ability to work under pressure and meet deadlines.

**QUALIFICATION:**

* Graduate in Commerce from University of Bombay.
* Post graduate Diploma in Financial Accounting from University of Bombay.
* Diploma in Computer Science from Datapro, Bombay.
* Doing C.P.A from U.S.A

**CURRENT STATUS**:

* Currently Serving a Reputed Steel Stockiest as Finance Manager. Overseeing the Finance and Operation side of organization.

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**PROFESSIONAL EXPERIENCE**

WHITE FIELD ELECT & HARD.TRAD LLC, Sharjah, U.A.E. April 2012 – April 2014

***Manager – Accounts & Administration***

 ***Finance & Accounts***

* Managing company's financial accounting, monitoring and reporting systems;
* Providing and interpreting financial information;
* Researching and reporting on factors influencing business performance;
* Analyzing competitors and market trends;
* Keeping abreast of changes in financial regulations and legislation;
* Developing external relationships with appropriate contacts, e.g. auditors, solicitors,

bankers and statutory organizations such as Chamber of commerce;

* Monitoring and interpreting cash flows and predicting future trends;

***Administration***

* developing and implementing new administrative systems,such as record management;
* organizing and chairing meetings with the staff which includes the agenda and taking minutes;
* overseeing the recruitment of new staff, which includes training and induction;
* ensuring adequate staff levels to cover for absences and peaks in workload, often by

using temping agencies;

* Responding to customer enquiries and complaints;
* Reviewing and updating health, safety and insurance policies and ensuring they are observed;

MILLENNIUM METALS FZCO, Jebel May 2006 – March 2012

***Chief Accountant***

* Compile and analyze financial information to prepare financial statements including monthly and annual accounts
* Responsible for Accounts Receivable processes in a timely seamless manner and good customer communication. The Collection issues were tackled with the help of Collection reports, Major Accounts report, Sales report and actively part taking in salesperson’s meeting.
* Resolve accounting discrepancies and irregularities. Continuous management and support of budget and forecast activities
* Implement effective costing system to determine product costs, manage pricing and participate in various management decisions.
* Formulation, implementation and review of accounting processes, procedures and internal financial control over the company’s operation.
* Provide leadership, analytical thinking and problem solving abilities to the finance function.

***Accomplishments***

* Designed and developed Spreadsheet for Trade Finance activities. LC/LBD/EBD
* Enhanced productivity by automating the month-end reporting process.
* Successful identified incorrect billing, negotiated with supplier for early payment discount.

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FAISAL JASSIM TRADING CO, Dubai, U.A.E. Oct 2005 – April 2006

***Logistics Controller***

* Responsible to import-export, Handling Letter of Credit, Local distribution, Supervision of warehousing & stores etc.
* Overseas distribution by Air, Sea and Surface transport. Familiar with Customs Procedures, on-line duty exemption and Chamber attestation.
* Credit Control of Local distribution; manage funds for routine expenses and capital expenditure
* Attending Principle and Client queries. Stock taking at stores and site.

LAMNALCO SHARJAH LTD, Sharjah, U.A.E. April 1997 – March 2005

***Management Accountant***  (*Lamnalco Group*)

* Responsible for Agency Accounting, Port Disbursements, Fleet Management / Crew accounts and Inventory valuation for month end closing.
* Ensuring that all revenues, costs and liabilities are properly recorded and accounted for and that all assets are secured.
* Compare budgeted costs to actual costs, reporting and analyze the variances.
* Assumed responsibility for resolving outstanding balance sheet items, including payroll-related accounts, suspense & accruals, and purchase reports on long outstanding orders; established more effective internal controls.
* Assist in preparation of Budgets based on historical and market condition.

OMAN TRADING EST. Muscat, Oman. June 1995 – March 1997

***Sr. Accountant*** (*Suhail & Saad Bahwan Group*)

* Worked closely with Branch Accounts for reconciliation, monthly reports and accruals
* Internal Audit – Plan and program regular cash counts, maintain checks and Controls for matching costs and revenues
* Record Keeping – Maintain proper filing systems, maintaining assets register with all supporting vouchers for assets on books.
* Supervision of accounts department staff.
* Attending to queries on coding, checking journal voucher produced by staff

**REFERENCE**

Available on request

**PERSONAL DETAILS**

Indian, Christian, Married with 3 Children, Born 29th May 1969, holder of valid Indian & UAE Driving License.

**VISA STATUS**

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| Transferable  C**V of MA Joseph Page 3 of 3** |