**JOTHY**

**EMAIL VISA STATUS**

**:** **jothy-282455@2freemail.com**

**: COMPANY VISA – ACCOUNTANT**

**: READY TO JOIN IMMEDIATELY**

**CAREER OBJECTIVE**

To excel in the field of **financial management**, **accounting** with a dynamic progressive organization by providing my worth in the best interest of such organization and to cope with day to day requirements changing managerial environment by upgrading my professional knowledge in accordance with the internationally accepted standards

**CAREER HISTORY**

* **Accountant - Dubai UAE.**
	1. Since Feb 2016 TO TILL.
* **Junior Accountant- GENERAL TRADING CO LLC, Dubai, UAE.**
	1. From May20 13 to 2015 April, 2 Years.
* **Accountant- M/s. JANATHA TARDING CO. Kerala, India.**
	1. From March 2008 to 2013 March, 5 years.
* **Accounts Assistant - M/s. NIIT, Kerala, India.**
	1. From Jan 2006 to 2008 March, 2.3 Years.

**ACADEMIC QUALIFICATION**

* **Master Degree in Commerce (M.Com.) - MG University, India –Year of Passing 2006**
* **Bachelor Degree in Commerce (B.COM) – MG University, India - Year of Passing 2004**

**COMPUTER SKILLS**

* **Tally Accounting Software (Tally7.2 and Tally ERP)**
* **Other Accounting Software- Ibiz, ThinkPad, I trade**
* **MS Office Applications (Word, Excel & PowerPoint)**
* **Internet & E-mail Applications.**

**PROFESSIONAL SYNOPSIS**

* Qualified, well-trained, finance & accounting professional with **11+ years of Experience Dubai & India**.
* Hold a **Master Degree in Commerce (M. Com.)**
* **ICWAI (Not Completed)Government of India**
* **Proficient in Tally, Other accounting software (ibiz, ThinkPad, I trade) & MS Office Applications**.
* Proficient in MS Office Applications especially in Excel.
* Have Knowledge of Financial Management, Taxation, International Financial Reporting Standards, Company law and Auditing.
* Have detailed knowledge of accounting procedures, finance management, project feasibility studies, liaison with banks, nurture client relations, financial forecasting, budgeting, planning & costing aspects.
* Strongly commercial with excellent communication and influencing skills.
* Possess excellent analytical, management, administration & problem solving skills.

**RESPONSIBILITIES:**

* Manage all documentation and report generation for accounting staff.
* Process Journal entries & Management of Petty Cash.
* Perform accounting corrections to ensure accurate records.
* Provide clerical support to accounting staff.
* Create reports for Senior Management & Laising with Auditors.
* Booking transactions comply with financial policies and procedures.
* Verify invoices and Purchase order requisitions for goods and service.
* Accounts payment process on a timely manner.
* Trade Receivables collection follow up.
* Prepare Payments cheques, transfers & bank reconciliation.
* Prepare monthly financial reports & Day to Day bank transactions.
* Other duties as required within Finance departments.
* Enter Customer payments daily.
* Track all money received & prepare deposits.
* Run ageing’s to monitor past due accounts.
* Collection calls for payments on past due accounts.
* Monitored payments due from clients promptly contacted.
* Researched and resolved accounts receivable discrepancies.
* Posted Receipts to appropriate general ledger accounts.
* Assist the Finance Manager as directed.
* Maintain up to date documentation of all company process.
* Prepare monthly financial reports & major accounts reconciliation.
* Day to Day bank transactions & Bank reconciliation.
* Management Information Systems Reporting.
* Management of fixed asset registers/depreciation etc.
* Assist with audit preparation and end of year closings.

**PERSONAL PROFILE:**

**Nationality**

**Date of Birth**

**Marital Status**

**Visa Status**

**Language Proficiency**

**: Indian**

**: 25.01.1984**

**: Married**

**: JOB Visa**

**: English, Hindi & Malayalam**

**Declaration:**

**I here declare that the information furnished above is true, correct & complete to the best of my knowledge.**