

**JOEMON**

**Accountant General. (With Valid UAE Driving Licence)**

E-mail : **JOEMON.308827@2freemail.com**

**M.COM Finance**

**Summary**

**Finance and accounting expert with more than 7 years’ experience in business development and growth with development of short and long-term financial plans budgets and forecasts for companies. Experienced in the daily operations of businesses along with managing staff to increase productivity and compliance. Instrumental in working with superiors and departments in order to manage financial and accounting procedures.**

**WORK EXPERIENCE:**

* SAM ENGINEERING CONSTRUCTION

Office No. 25, Ground Floor, Plot No. 11 , Satyam Apartment ,

Sector 2 E, Kalamboli, Navi Mumbai , -410218

Designation : Accountant .

Period : May 5 2017 to Till Date

* **Company : TECH .TOWER ELECTRICAL ACCESSORIES TRADING CO, ABUDHABI UAE.**

**Period : Sep 2009 to June 2012.**

**Designation : Accountant General**

* **Company : GENFOCUS ELECTROMECHANICAL CONTRACTING ABUDHABI UAE**

**Period : Aug 2012 to November 2016 .**

**Designation : Accountant**

**Job Duties handled:**

**Responsibilities**

* **Perform daily accounting transactions such as creating & posting vouchers.**
* **Accurately record cash transactions.**
* **Day to day banking activities.**
* **Supervise & coordinate in petty cash activities for the company.**
* **Entering the petty cash related business data into accounting system used by the organization**
* **Perform timely monthly reconciliations of cash A/c**
* **Prepare daily cash summary.**
* **Maintain Accounts Receivable & Payable ledgers, checking, verifying and posting supplier/vendors invoices.**
* **Prepare Statement of account, fully reconciled & supported with relevant and original approved documents.**
* **Prepare monthly / weekly and other periodical financial reports.**
* **Payment Follow-Up and Preparation of cheque**
* **Calculate & distribute salary to employees.**
* **Calculate payroll related calculations including deduction, staff benefits etc.**
* **Prepare debtors' listings & constantly follow up for payments.**
* **Bank reconciliation and reconciliation of debtors and creditors.**
* **Handle purchase & sales transactions.**

EDUCATIONAL QUALIFICATION:

* B.COM from Calicut University
* M.COM from Kerala University

Computer Skills:

* Tally, Quick Books,M.S Office.
* PEACHTREE
* MS Excel, MS Word, Powerpoint.

Accounting Packages:

* Expert Knowledge in Tally. And Peachtree.

Linguistic Skills:

 Speak/Read/Write : English, Hindi, Malayalam.

Personal Details:

 Age & Date of Birth : 35, 22th July 1982

 Marital Status : Married

 Religion : Christian

Passport Details:

 Place of Issue : Kozhikode

 Date of Issue : 11/11/2008

 Date of Expiry : 10/11/2018

License Details:

 Place of Issue : Abu Dhabi UNITED ARAB EMIRATES

 Date of issue : 09-10-2011

 Date of Expiry : 08-10-2021

 Permitted : Light Vehicle

Declaration:

 I hereby declare that the particulars mentioned above are true and correct.

Thanking you

Yours Sincerely