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| C:\Users\Theres\Documents\JAYAKUMAR\jay - photo.JPGJAYA **Contact Information:**C/o-Mobile: **+971504973598****E-mail id:****jaya.341937@2freemail.com**Personal Data:**Date of Birth:**23rd December 1989**Gender:** Male**Nationality:** Indian**Marital Status:** Single**Religion** :Hindu | CURRICULUM VITAESYNOPSIS AND OBJECTIVE Excellent accounting skills with experience in Tally and ERP software, dealt with customers and high level workloads within strict deadlines. Now looking to start a new challenging position to meet my competencies, capabilities, skills, education and experience. ACADEMIC RECORDMaster of Commerce (Finance) 2012* Swamy Saswathikananda College, Poothotta
* Affiliated to **M G University**
* Aggregate 55%

**Bachelor of Commerce (Computer Application) 2010** * Swamy Saswathikananda College, Poothotta
* Affiliated to **M G University**
* Aggregate 55%

**12TH Grade 2007*** SMV NSS H.S.S, Kallara
* Kerala State Board
* Aggregate 72 %

**10TH Grade 2005*** VKVM NSS H.S.S, Manjoor
* Kerala State Board

Aggregate 60 %PASSPORT DETAILS* PLACE OF ISSUE : **COCHIN**
* DATE OF ISSUE : **15/01/2013**
* DATE OF EXPIRY : **14/01/2023**
* VISA STATUS : **EMPLOYMENT VISA AS AN ACCOUNTANT GENERAL**
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| **STRENGTHS** The burning desire for Self Improvement.A good team player and positive attitude.Always walk with give respect and take respect policy.Ability to strike a friendly chord with any kind of personality.**COMPUTER PROFICIENCY*** Microsoft Word,
* Excel, Access
* PowerPoint
* Outlook Express
* Microsoft Windows and Microsoft Office

**PROFESSIONAL SKILLS*** Comprehensive problem solving abilities.
* Ambitious, dedicated and smart working.
* Good communicator and friendly.
* Self-confident, positive attitude.

**SPOKEN LANGUAGES** * English
* Hindi
* Malayalam
* Tamil

**HOBBIES** * Playing cricket
* Listening to Music
* Travelling.
 | WORK EXPERIENCEAccountant General Feb. 2014 – Feb. 2017**THERES ELECTROMECHANICAL WORKS L.L.C** **P.O. Box: 235529,   Al Qusais - Dubai, U.A.E.****Tel : 04 2838611, Fax : 04 2838622 Website:**[**www.theresmep.com**](http://www.theresmep.com)* Managed accounts payable, accounts receivable, and payroll departments.
* Managed financial departments with responsibility for Budgets, Forecasting, Payroll, Accounts Payable and Receivable.
* Reported on variances in quarterly costing reports.
* Prepared annual company accounts and reports.
* Administered online banking functions and other payment follow up.
* Managed payroll function for more than 100 employees.
* Monitored and recorded company expenses.
* Managed vendor accounts and generating cheques.
* Managed all banking facilities like Local Bill Discounting, Trust Receipt etc.
* Performed general office duties and administrative tasks
* Provided telephone support
* Collecting price quotations from various material suppliers.
* Comparing the price of different suppliers and negotiating the price with material suppliers.
* Generating Local purchase order as per site requirement.
* Negotiating the credit terms with suppliers and making good terms with them.
* Monitoring the stock of materials.
* Monitor, manage and improve the efficiency of support services such as HR, Procurement etc. Facilitate coordination and communication between support functions

 DECLARATIONI hereby declare that the above particulars given are true to the best of my Knowledge and belief.  |