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| C:\Users\Theres\Documents\JAYAKUMAR\jay - photo.JPG  JAYA  **Contact Information:**  C/o-Mobile: **+971504973598**  **E-mail id:**  [**jaya.341937@2freemail.com**](mailto:jaya.341937@2freemail.com)  Personal Data:  **Date of Birth:**  23rd December 1989  **Gender:** Male  **Nationality:** Indian **Marital Status:** Single **Religion** :Hindu | CURRICULUM VITAE  SYNOPSIS 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 RECORD Master 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** |
| **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 EXPERIENCE  Accountant 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   DECLARATION  I hereby declare that the above particulars given are true to the best of my Knowledge and belief. |