**JOJO**



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**Career Summary**

A highly successful Financial Accountant with more than 30 years of experience in all aspects of accounting in various types of industries such as Shipping, Marine, Logistics, Hotel, Tread rubber manufacturing company, Banking and Auditing. Hands on experience in strategic sectors such as **Taxation ,   Accounts Receivables , Accounts Payable , General Accounting, Financial statements and  Auditing**( Internal & External). Easy going by nature and can work with all members of staff regarding finance issues to resolve problems,

**Skills**

|  |  |
| --- | --- |
| * Financial reporting * Federal/State tax preparation * Tax accounting * Cash flow analysis * Account reconciliation specialist * Accounts payable specialist * Internal and external auditing * Book keeping | * Team Player * Self-motivated * Strong communication skills * ERP (Enterprise Resource Planning) software * Oracle proficiency * MS Office expert |

**Work History**

**Accounts Payable Officer**, 01/2014 to 08/2017  
**Radio Holland Middle East** – Sharjah

* Implemented online payment with the bank.
* Performed general accounting functions, including preparation of journal entries, account analysis and bank reconciliations.
* Maintained fixed asset module and calculate and record monthly depreciation expense.
* Successfully implemented new technologies and process automations to encourage continuous improvement.
* Reconciled vendor statements and handled payment complaints or discrepancies.
* Performed invoice booking, processing, purchase orders, expense reports, credit memos and payments.

**Senior Accountant, Indirect Accounts Payable**, 12/2010 to 10/2013  
**Lamprell Energy Limited** – Hamariyah Free Zone, Sharjah

* Trained 2 new employees on accounting principles and company procedures.
* Compiled general ledger entries on a short schedule with nearly 100% accuracy.
* Performed general accounting functions, including preparation of journal entries, account analysis and bank reconciliations.
* Reviewed all expense reports for accuracy and proper expense disclosure.
* Performed invoice processing, purchase orders, expense reports, and credit memos.

**Accountant**, 02/2008 to 12/2010  
**Agility Global Logistics FZE** – Jebel Ali Free Zone, Dubai

* Inter Company Invoicing.
* Follow up of payments from inter company.
* Reconciliation of inter company accounts.
* Petty cash reconciliation between oracle and job system.

**Accountant**, 06/1997 to 02/2008  
**Seven Seas Shipchandlers LLC - Headquarters** – DIP, Dubai

* Accounts Receivable :3 years helped AR in charge to send invoices, collection reminders, issuing C/N
* Internal Auditing : Checked and booked all the purchase invoices after assuring that the CSR team has taken the selling price of each item with proper mark up.
* Accounts Payable : 4 years made all the payments (local/international) and posted the transactions.

**City Ledger Accountant**, 06/1994 to 06/1997  
**Carlton Tower Hotel** – Deira, Dubai

* Accounts Receivable
* Reconciling front office cash

**Accountant**, 11/1993 to 05/1994  
**The Avenue Regent** – Kochi, Kerala

**Accountant Cum Cashier**, 01/1993 to 11/1993  
**Hotel Palmanova** – Kovalam, Kerala

**Accountant Cum Administrator**, 12/1987 to 01/1993  
**Agate Rubber Industries** – Thrissur, Kerala

* Computed taxes owed by applying prescribed rates, laws and regulations.
* Filed tax returns and prepared governmental reports in compliance with strict standards.
* Generated financial statements and facilitated account closing procedures each month.
* Compiled general ledger entries on a short schedule with nearly 100% accuracy.
* Processed accounts receivable and accounts payable.
* Composed and drafted all outgoing correspondence and reports for managers.
* Oversaw inventory and office supply purchases.
* Performed accounts receivable duties including invoicing, researching chargebacks, discrepancies and reconciliations.
* All banking activities and documentation.

**Accounts clerk**, 01/1987 to 12/1987  
**The Town Co-Operative Bank** – Irinjalakuda, Kerala  
**Article And Audit Assistant**, 06/1984 to 01/1987  
**George & Paulson Chartered Accountant** – Thrissur, Kerala

* Performed financial audit of Banks, Companies, Educational Institutions etc.
* Tax audit of companies.

**Education**

**B.Com**: 1984  
**Christ College** - Irinjalakuda, Kerala, India

* B com with cost Accounting as elective subject from Christ college, University of Calicut