**CURRICULUM VITAE**

**JOJY** (ACCOUNTS &PROCUREMENT)

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| **PERSONAL PROFILE:**  C:\Users\shobu\Desktop\Untitled-2.jpg  **KEYS:**  7+yrs UAE Exp, 9+yrs Total Exp., UAE Driving License, EHS, Waste Management, Vehicle Fleet Exp., School Exp.  **EMAIL/ CONTACT:**  **E:** [jojy.383462@2freemail.com](mailto:jojy.383462@2freemail.com)  **WORK EXPERIENCE:**   * **Progress Rent a Car**   **Fleet Administrator**  **Department**: Purchase and Fleet  Mussafah, Abu Dhabi.  (Dec 2015 to Aug 2018)   * **Sunrise English Private School**   **Procurement Assistant**  **Department**: Purchase, Accounts and Maintenance  Mussafah, Abu Dhabi.  (May 2011 to Nov 2015)   * **Wildlife Trust of India**   **Accountant Assistant**  **Department**: Accounts  Delhi, India.  (May 2010 to April 2011)   * **Heads Up for Tails**   **Administrative Officer**  **Department:**Accounts & Administration  Delhi, India.  (August 2009 – May 2010)  **LANGUAGES KNOWN:**  English, Hindi, Tamil and Malayalam  **PERSONAL DATA:**  *Date of Birth :* 18th May 1986  *Gender :* Male  *Nationality :* Indian  *Marital Status :* Married  *Visa Status :* Employment Visa | **CAREER OBJECTIVE:**  To work in growth-oriented organization and to obtain a very challenging position that will utilize my expertise, education background, which will expand my knowledge and offer better opportunities for personal and professional growth.  **JOB FUNCTIONS:**   * Co-coordinating and controlling the all kinds of purchases as per the company policies. * Co-coordinating and controlling the daily fleet operations. * Taking quotations from different suppliers and analyzing and taking the right decision at right time. * Maintain the good relationship with the suppliers and making the payments on right time. * Accounts and bank reconciliations. * Managing and controlling the daily fees collections and submitting the daily reports to the Management. * Coordinating with EHS officer for the School Waste Management System. * Coordinating with EHS Auditing with the WM consultancy. * Preparing and providing annual maintenance contract with Medical Team. * Controlling and managing the office petty cash and submitting the reports on time. * Compile and analyze financial information to prepare financial statements including monthly and annual accounts. * Ensure financial records are maintained in compliance with accepted policies and procedures. * Resolve accounting discrepancies and irregularities. * Continuous management and support of budget and forecast activities. * Provides reports as required by Finance management team. * Financial audit preparation and coordinate the audit process. * Ensure accurate and appropriate recording and analysis of revenues and expenses. * Assist with implementing and maintaining internal financial controls and procedures of the company. * Develop and maintaining strong relationships with customers and agents. * Acting as a contact between company and existing and potential markets. * Getting payments from customers according to credit period given.   **EXPERTISE IN :**   * *Mastery of Microsoft Office programs* (Word, Excel, PowerPoint) * *Coordination* - Adjusting actions in relation to others' actions. * *Active Listening* - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. * *Speaking* - Talking to others to convey information effectively. * *Critical Thinking* - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. * *Persuasion* - Persuading others to change their minds or behavior. * *Negotiation* - Bringing others together and trying to reconcile differences. * *Service Orientation* - Actively looking for ways to help people. | |
| **EDUCATION QUALIFICATIONS :**   |  |  |  |  | | --- | --- | --- | --- | | **Course** | **Institution/ University** | **Year** | **Percentage** | | MBA, Finance & Marketing | Bharathiar University, Tamil Nadu | 2008 | 70% | | B.Com | MG University, Kerala | 2006 | 68% |   **DECLARATION :**  I hereby declare that all the statements made in the above application are correct to the best of my knowledge and belief. | |