**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 **WORK EXPERIENCE:*** **Progress Rent a Car**

**Fleet Administrator****Department**: Purchase and FleetMussafah, 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**: AccountsDelhi, India.(May 2010 to April 2011)* **Heads Up for Tails**

**Administrative Officer****Department:**Accounts & AdministrationDelhi, 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.
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| **EDUCATION QUALIFICATIONS :**

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| **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. |