

## Jackson Joseph C

Sharjah-UAE

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## ACCOUNTANT

### CAREER OBJECTIVE

Well organized, motivated, result-oriented and hardworking, professional that possesses a solid educational foundation with excellent Accounts & Administration skills. Extensive experience across multiple industries (Oil & Gas Engineering, Audit Assisting & Financial Institution).

### CERTIFIED PROFESSIONAL ACCOUNTANT

From Accountants Academy, Thrissur - Kerala

HDMCA (Higher Diploma in Manual & computerized accounting and Tax management)

### PROFESSIONAL WORK EXPERIENCE

Over 6 years of solid work experience in the **Accounting and Finance** with **UAE Manual Driving License**.

*April 2014 – present date*

*Orbitus FZC.*

*P.O. Box 121648, Saif-Zone, Q4-106, Sharjah-UAE*

*(Assembling & Integration of Process Analyzer, Instrumentation & Electrical Systems)*

*Accountant (April 2014- till present)*

- Day to day accounting under computerized environment.
- Preparation & Reconciliation of Invoices & Delivery Notes of Vendor.
- Prepare reports for ledgers, trial balance and reconcile all statements and ensure integrity of all data & also Maintaining records for all cost accounting such as payables and receivables
- Monitor all accounting deliverables, process all vouchers and ensure work according to deadline
- Analyze and maintain periodical reports for various budgets and cash flow and reconcile all reports.
- Administer and code all cash receipts and general ledger and enter all records on same
- Coordinate with vendor and manage all account payable issues.
- Supervise efficient working of audit staff, evaluate policies and assist executives in effective implementation.
- Monitor and analyze all performance and plans for processes, identify variations and forecasts plans for year

- Maintain Cash flow & Fund Flow Statement & Bank Reconciliation as on Monthly basis.
- Preparation of In-House Audit report & Submit to the Finance manager
- Calculate and distribute Salary, Overtime and Time sheet.
- Credit control and collection of accounts payables and receivables.
- Handling Software Problems & Prepare Monthly MIS Report
- Cash Handling, Purchase Order Preparation & Other General Administrative work
- Perform project analysis and prepare monthly expense reports.
- Assist in preparation of balance sheet, budgets and projection statements.
- Prepare financial reports and statements for the management
- Assist marketing and sales team in collecting payments from customers
- Preparation of shipping & customs documents and coordination with customs and forwarders.
- Dealing with the preparation and submission of VAT returns on a quarterly basis
- Providing advice on tax planning and VAT
- Functioning as the head of the team for preparing the VAT returns and books of accounts
- Communicating financial issues to the management and staff, who are not related with financial dealings and keeping them in good understanding of the financial positions.

***April 2013 – April 2014      New Year Group Of Company PVT LTD (Financial Institution & Tea Powder Production, distribution)  
Kerala – India***

***Assistant Account & Admin Executive. (April 2013 to April 2014)***




- Administer and manage various accounts of business units
- Perform Production & Distribution analysis and prepare monthly expense reports.
- Assist in preparation of balance sheet, budgets and projection statements.
- Prepare financial reports and statements for the management
- Assist marketing and sales team in collecting payments from customers
- Perform bookkeeping, prepare vouchers, bills, compile & sort invoices and checks.
- Verify and post particulars of business transactions.
- Verify bill discrepancies and resolve with customers.
- Execute billing and collections activities
- Prepare and mail monthly billing statements.
- Co-ordinate with internal auditors and answered all related queries and prepare associate reports on same.
- Evaluate all cost receivables and payables on a regular basis to ensure accuracy.
- Maintained Day book, Bank book, Sales, Purchase, Drs Ledgers, and Creditors Ledger & Inventory.
- Preparation of Debtors & Creditors Outstanding as on weekly basis
- Calculation of TDS, Salary & Rent Payment.
- Daily Back up of Accounts and Reporting to Senior Accountant.

***April 2011 – April 2013      Accountants Academy PVT LTD (Chartered Accountant Office)  
Kerala – India***

***Junior Accountant. (April 2011 to April 2013)***

- Verification & Analysis of multiple industries accounts.
- Daily Filing of Vouchers & Other Documents.
- Reminder And Notification mail to Clients.
- E-payment of Tax & TDS.
- Calculation of Salary, Rent, TDS and Payment.
- Live Visit and Data Collection from various Industries
- Daily backup and Daily Work Summary Reporting to Assistant Accountant.
- Maintain petty Cash & Up to date recording
- Assist Assistant Accountant for the preparation of Audit Report

**PROFESSIONAL EXPERIENCE**

Company	Domain	Software Used
 ACCOUNTANTS ACADEMY PVT LTD (Kerala, India)	Junior Accountant	Peachtree & Tally ERP9 Windows. MS Office: Excel & Word, Microsoft Outlook. Internet explorer. E – Taxation.
 NEWYEAR GROUP OF COMPANY (Kerala- India)	Assistant Accountant	Tally ERP9 Windows. MS Office: Excel & Word, Microsoft Outlook. Internet explorer. E – Taxation. HDMCA
 ORBITUS FZC (Sharjah – UAE)	Accountant	Tally ERP9 Windows. MS Office: Excel & Word, Microsoft Outlook. Internet explorer. Office 365. Quick Book

**PROFESSIONAL COURSES UNDERGONE**

Year	Institution/University	Course	Specialisation	Score
2011	Accountants Academy	Higher Diploma In Manual & Computerised Accounting	Manual Accounting, Tally ERP 9, Peachtree, E-Taxation	93%
2014	Micro Soft	MS Office	Excel & Word	98%

## EDUCATIONAL QUALIFICATIONS

Year	Institution/University	Course	Specialisation
2014	Bharathiar University	MBA (Doing)	FINANCE
2009-2011	Calicut University	B.com	COMPUTERISED ACCOUNTING & BANKING
2006-2008	Kerala board	Plus Two	COMMERCE
2005-2006	Kerala board	10 <sup>th</sup>	

## KEY SKILLS

Software	WINDOWS /TALLY ERP 9/PEAHTREE/E-TAXATION/OFFICE 365/QUICK BOOK
Accounting Expertise	Reconciliation, Follow up account receivables, petty cash and account petty cash expenses summary, Secures financial information by completing data base backups, maintain all office supplies, TDS, Salary calculation & payment, monthly & yearly Budget
Banking Expertise	Reconciliation of bank statements, Dealing with the banker who is handling company's bank accounts, Maintaining proper bank account balance by keeping track of all issued current dated and postdated cheques, Good customer relationship with all Financial Institution, Arranging of Loans & Facilities, Letter of Credit.
Other	E-Taxation, Windows, MS Office: Excel & Word, Microsoft Outlook. Internet explorer.

## SPECIAL ACHIEVEMENT

Awarded with “**Best Employee**” award for the good quality work and outstanding performance in New Year Group Of Company (2013).

## **PERSONAL DATA**

Fathers Name : Joseph C D  
Date of Birth : 05 April, 1991  
Sex : Male  
Religion : Christian  
Marital Status : Single  
Nationality : Indian  
Passport No. : K5072203  
Place of issue : Cochin  
Date of Issue : 24 Sep, 2012  
Date of Expiry : 23 Sep, 2022  
Visa Status : Employment  
UAE Driving License No. : 649815 (Manual - Light Vehicle)  
Date of Issue : 17 July, 2017  
Date of Expiry : 16 July, 2019  
Hobbies : Reading, Travelling, Making New Friends  
Languages Known : English, Hindi, Tamil and Malayalam  
Permanent address : Chiriyankandath House  
Pavaratty (PO), Thrissur (dist.), Kerala-India  
Pin: 680 507, Kerala - India

## **REFERENCE**

Reference will be furnished upon request.

## **DECLARATION**

I hereby declare that all statements made in the curriculum vitae are true, complete and correct to the best of my knowledge and belief.

Date: 17/05/2018

Place: Sharjah

yours truly

Jackson Joseph C.