



Joice Georgekutty



EXPERIENCE

Accountant Global Mechanical Engineering Co -
Doha, Qatar
02/2014 - 07/2023

- Accurately performed daily cash functions, including A/P and A/R tracking, budgeting, payroll transactions, expense management and various reconciliations.
- Generated quarterly financial reports to detail company revenues and expenses.
- Mentored junior staff members with constructive feedback and actionable steps for performance improvement.
- Used [Tally ERP 9] accounting software to perform book Keeping, invoicing and bank reconciliations.
- Reconciled bank accounts and credit card statements to address financial expenditures.
- Reconciled monthly bank statements and resolved discrepancies.
- Updated general, sales and purchasing ledgers on schedule and verified information against documentation.
- Produced monthly and year-end closing statements, financial documents and invoices.
- Posted accounts receivable payments made by cash, cheque or credit card payments.

Accountant Poabs Group - Thiruvalla, Kerala, India
01/2012 - 01/2014

- Produced monthly and year-end closing statements, financial documents and invoices.
- Updated general, sales and purchasing ledgers on schedule and verified information against documentation.
- Prepared accurate returns and represented taxpayers in disputes with tax officials.
- Posted journal and ledger entries, prepared financial statements and reports and closed books.
- Used [Tally ERP] accounting software to perform bookkeeping, invoicing and bank reconciliations.

Accounts Trainee Harikumar & Associates CA Firm -
Kottarakkara, Kerala, India
07/2010 - 07/2011

- Training period after completion of Graduation
- Provided all necessary support throughout external audit process.
- Reviewed general ledger entries for accuracy and completeness.
- Used Microsoft Excel and Google Sheets to track financial

CONTACT

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PROFESSIONAL SUMMARY

Experienced in day-to-day accounting processes and applicable regulations. Dedicated to maintaining accurate records with attention to detail and expert financial knowledge.

EXPERIENCE AREAS

- Bank reconciliations and balancing
- Budget forecasting expertise
- Budgeting
- Customer relations
- Effective time management
- General ledger accounting
- Financial statement analysis
- Bookkeeping
- Financial management
- A/P and A/R reconciliations
- Account reconciliation
- Payment processing
- Debits and credits research

LANGUAGES

Malayalam: First Language

English: C1

Advanced

Hindi: C1

Advanced

Tamil: B1

Intermediate



EDUCATION

BACHELOR OF COMMERCE: FINANCE AND TAXATION

UNIVERSITY OF KERALA - Kottarakara, KL, India, 2010

- Commerce Graduation in Finance and Taxation (2007 - 2010)
- Coursework in [Taxation and Finance]

Accounting Basic Training after Graduation:
Training in Accounting

Harikumar Associates Chartered Accountant -
Kottarakara, KL, 2010

- Coursework in [Basic Training in Accounting and Book keeping]

HIGHER SECONDARY SCHOOL (PLUS TWO):
COMMERCE AND FINANCE

HIGHER SECONDARY BOARD KERALA -
Kottarakara, KL, India, 2007

- Coursework in [Commerce]



CERTIFICATIONS

- Tally ERP Courses certified.
- Basic Accounting Training Courses Completed.



INTERESTS

Playing Cricket

Reading Books

metrics and produce graphs.

- Calculated financial values for tax, budgeting or payment needs.