



JISMOL JOSE

Accountant

PERSONAL STATEMENT

Detail-oriented and highly skilled accountant with 6 years of expertise in accounting, VAT return filing, billing, and finance management. Proven track record of ensuring financial accuracy, optimizing processes, and delivering timely results. A dedicated professional committed to fostering financial excellence and contributing to organizational success.

PROFESSIONAL EXPERIENCE

Name of the Organisation	Designation	Period of work & Experience
Ashan Exporters and Furnishers, India	Accountant	September 2021 to October 2023
<ul style="list-style-type: none">Manage financial records, ensuring the accuracy and integrity of the books of accounts.Compile and organize accounts payable, purchase bills, cash receipts, sales bills, and other accounting transactions.Generate profit and loss accounts as well as balance sheets to provide a comprehensive financial overview.Prepare and submit GST returns in compliance with relevant regulations.Conduct bank reconciliation to ensure alignment between financial records and bank statements.Develop and present statements of accounts for comprehensive financial reporting.Create delivery notes and customs documents to facilitate smooth business transactions.Monitor document expiration dates and coordinate timely renewals to ensure compliance.		
Gaylord Steels and metals, India	Accountant	June 2019 to August 2021
<ul style="list-style-type: none">Validate billed items against received items, proactively engaging with vendors to reconcile any discrepancies.Handle the preparation of bank deposits, meticulously checking and rectifying errors as needed.Scrutinize customer invoices to ensure accuracy and post pertinent information to the general ledger.Oversee the maintenance of the company's purchase and sales ledger.Provide exceptional customer service in addressing inquiries and resolving concerns.Compile and present profit and loss accounts along with balance sheets for comprehensive financial analysis.Perform bank reconciliation to ensure alignment between financial records and bank statements.Provide customer service to address and fulfill their requirements effectively.		

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📍 **Al Karama, Dubai**
Visa type: Visiting
Validity: 26/02/2024

Nationality: Indian
Date of Birth: 12/05/1993

SKILLS & COMPETENCIES

- Attention to Detail
- Organizational Skills
- Communication Skills
- Integrity and Ethics
- Problem Solving
- Software Proficiency
- Time Management
- Adaptability and flexibility
- Customer Service
- Data Control
- Team Player

SOFTWARE

- MS Office Word and Excel
- Tally ERP 9 & Prime

21st Century Tiles and Sanitary, India	Accountant	February 2017 to April 2019
<ul style="list-style-type: none"> • Verify invoiced items against received goods, actively collaborating with vendors to resolve any disparities. • Manage the process of preparing bank deposits, conducting thorough examinations, and addressing errors as required. • Conduct bank reconciliations to guarantee coherence between financial records and bank statements. • Oversee a comprehensive range of accounting tasks, encompassing accounts payable, purchase bills, cash receipts, sales bills, and other associated transactions. • Provide customer service to address and fulfil their requirements effectively. 		
Sales Tax and Practitioners, India	Assistant Accountant	July 2014 to January 2017
<ul style="list-style-type: none"> • Assist in the timely and accurate processing of invoices, ensuring proper coding and authorization. • Support the maintenance of the general ledger by posting transactions and reconciling accounts. • Perform data entry tasks, maintaining accurate and up-to-date financial records and ledgers. • Assist in the preparation and entry of journal entries to record financial transactions accurately. • Aid in monitoring and managing customer credit balances, assisting in collections to ensure healthy cash flow. • Assist in basic financial analysis to identify trends, variances, and areas for improvement. • Communicate with vendors regarding payment inquiries, discrepancies, and other financial matters. • Monitor and reconcile bank transactions, ensuring accuracy and resolving discrepancies. 		

ACADEMIC QUALIFICATION AND EMINENCE

Examination	School/ College	Board/ University	Year of Passing
Master of Commerce	St. Ann's College, Kerala, India	MG University	2019
Bachelor of Commerce	St. Ann's College, Kerala, India	MG University	2014

TECHNICAL QUALIFICATION

- Diploma in Sales Tax Practice
- Professional Diploma in Computerized Financial Accounting

DECLARATION

I hereby declare that the information furnished above are true and correct to the best of my knowledge and belief.

Place: Dubai

Date: 26.01.2024

(Jismol Jose)