

JOBY GEORGE



Contact

Address:

NEAR NATIONAL PAINT
SHARJAH, UAE

Phone:

00971507705147

Visa status

Visit Visa

Date of birth

20-12-1983

Nationality

Indian

Email:

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LinkedIn:

[linkedin.com/JOBY GEORGE](https://www.linkedin.com/JOBY%20GEORGE)

Languages

- English
- Hindi
- Malayalam

Summary

Accounting professional with knowledge of financial reporting systems in addition to great problem solving, analytical and critical skills seeks a challenging position in Accounting & Finance in a reputed organization.

Personal Skills

- Finance and Accounts Handling
- Cash Handling
- Office Co ordination
- Confident and have commitment.
- Perseverance with time management.
- Sincere and hard working.

Experience Details

ACCOUNTANT AND LOGISTICS EXECUTIVE

August 2010 to 30th November 2023

123 CARGO INTERNATIONAL MOVERS, SHARJAH, UAE

- Maintain book keeping records up to finalization.
- Monitor daily cash/credit purchases.
- Day to day Accounting work & documentation
- Build a rapport with Vendors, Issue payments to suppliers. Analyze payments given to suppliers in the past and maintain a full track record.
- Follow-up payment from customers as per agreed terms.
- Collect cash invoices payment on a daily basis.
- Vat return filing, And WPS salary transfer.
- Bank Reconciliation
- Assist in monthly, quarterly and annual closings
- Managing income and expenditure accounts
- Generating the company's financial reports using income and expenditure data
- Keeping a check on the company's finances based on financial status.

Previous Job

ACCOUNTANT - 11/2008 to 7/2010

DIWANIYA FURNISHING, PALARIVATTOM, COCHIN-25, KERALA, INDIA

- Capability to speak to customers and suppliers is mandate.
- Daily accounts reconciliation of customers & suppliers.
- Daily billing report to CEO.
- Consistently follow up for outstanding payments from credit clients & refunds from Suppliers and address any queries raised.
- Support Sales with instant invoices, Performa invoices and ensure all transactions are invoiced/ cash receipts signed.
- Monthly closing on 1st of every month.

ACCOUNTANT - 08/2007 to 10/2008

LABOUR INDIA PUBLICATIONS LTD, KOTTAYAM, KERALA, INDIA

- To handle accounts.
- Receipts entry and payment entry.
- Bank reconciliation and co-ordination with External Auditors.
- Weekly and Daily reports.

AUDIT ASSISTANT - 07/2005 to 07/2007

JAMESKUTTY & ASSOCIATES, CHARTERED ACCOUNTS, ETTUMANOOR, KERALA, INDIA

- Prepare Trail Balance.
- Profit and Loss statements and monthly closing and cost accounting reports.
- Prepare & review budget, revenue, expenses.
- Invoice & other accounting documents.

Education

- Bachelor of Commerce

Certifications

- Post-Graduation Diploma in Computer Application, Tally ERP

Software Skills

- MS Office, TALLY ERP, QUICK BOOKS, CUBIX SOFTWARE

DECLARATION

I hereby declare that information provided above is true, complete and correct to the best of my knowledge and belief.

Place : SHARJAH

Date : 09/01/2024

JOBY GEORGE

