



JOYSON CRASTA

ACCOUNTANT

CONTACT



Phone

+971 561108463



Email

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Location

Al Karama, Dubai



Visa Status

Visit Visa



SKILLS

- Financial Management
- Budgeting and Forecasting
- Accounts Receivable/Payable
- Financial Analysis
- Regulatory Compliance
- Tax Filing and Compliance
- Bank Reconciliation
- Bookkeeping
- Financial Reporting
- Audit Preparation
- Income and Expenditure Management
- Cost Reduction Strategies
- Cross-Functional Collaboration
- Attention to Detail
- Cash Flow Management
- Financial Forecasting Models
- Communication Skills



JOB PROFILE

Results-driven Accountant with over 3 years of experience in financial management, budgeting, and regulatory compliance. Proven expertise in bank reconciliation, accounts receivable/payable management, and financial analysis. Adept at generating accurate financial reports, ensuring tax compliance, and implementing efficient bookkeeping practices. Proficient in utilizing advanced accounting software and collaborating with cross-functional teams. Strong attention to detail and a commitment to maintaining financial health. Seeking to contribute comprehensive financial acumen to a dynamic organization.



WORK EXPERIENCE



JUNIOR ACCOUNTANT CUM OFFICE ASSISTANT

KENEL VEEN RCC PRODUCTS, KERALA, INDIA

From **April 2022** to **December 2023**

- Prepare and maintain accurate financial records and reports for the organization, ensuring compliance with accounting standards.
- Conduct regular audits of financial documents and procedures, resolving discrepancies with precision.
- Ensure strict compliance with all accounting and financial regulations and standards.
- Compile and file taxes and returns in adherence to legal requirements, achieving a 100% compliance rate and minimizing risks.
- Analyze financial data to provide valuable insights and advice to management or clients, resulting in a 15% increase in cost-saving initiatives.
- Present findings in clear and concise reports, facilitating informed decision-making and improving financial strategy implementation by 20%.
- Execute payroll processes accurately, incorporating statutory deductions and employee benefits.
- Compute and file taxes, ensuring accuracy and timeliness in accordance with tax regulations.
- Provide comprehensive administrative support by managing correspondence, scheduling appointments, and organizing meetings.
- Maintain an efficient filing system for financial and administrative documents, enhancing accessibility and retrieval processes.
- Collaborate effectively with cross-functional teams to streamline communication and enhance overall organizational efficiency.
- Liaise with internal teams and external stakeholders to address queries and provide financial insights.

QUALIFICATIONS

- **LOGISTICS AND SUPPLY CHAIN MANAGEMENT**
Kerala Institute of Management Studies
2019-2020

- **BACHELOR OF BUSINESS ADMINISTRATION**
Mangalore University
2016-2019

COMPUTER KNOWLEDGE

- **ADVANCED MICROSOFT OFFICE SUITE**
Word, Excel, Powerpoint

LANGUAGE

- English
- Hindi
- Kannada
- Malayalam

PERSONAL DETAILS

- Nationality : Indian
- Date of Birth : 15/03/1997
- Passport No : U2879102
- Expiry Date : 31/12/2030

➤ ACCOUNTANT

LYONS ENGINEERING PVT. LTD, DELHI, INDIA

From **March 2020** to **March 2022**

- Prepare and analyze monthly financial statements, ensuring accuracy and compliance with accounting principles.
- Oversee accounts receivable and payable functions, optimizing cash flow and reducing outstanding receivables by implementing efficient billing and collection procedures.
- Collaborate with department heads to develop and manage annual budgets.
- Present findings to senior management, contributing to strategic planning and resource allocation.
- Collaborate with external tax consultants to optimize tax strategies and minimize liabilities.
- Prepare documentation and schedules for annual audits, ensuring a smooth audit process.
- Reconcile the company's bank statements and bookkeeping ledgers with a meticulous attention to detail.
- Complete analysis of employee expenditures, ensuring adherence to company policies.
- Manage income and expenditure accounts, optimizing financial processes for efficiency.
- Keep a check on the company's finances based on financial status, providing regular updates to the management team.
- File and remit taxes and other financial obligations in compliance with regulatory requirements.
- Collaborate with tax authorities to address queries and ensure accurate submissions.
- Provide training and support to the team for effective utilization of accounting software.



DECLARATION

I hereby declare that the above mentioned statement is correct and true to the best of my knowledge and belief.

JOYSON CRASTA