

JAISON JOSHY

Detail-oriented Commerce graduate with a Diploma in Global Accounting and over 2 years of progressive experience in sales, cashiering, and clerical roles within UAE-based organizations. Proven expertise in financial reporting, invoice processing, and inventory control, coupled with strong analytical skills and dedication to compliance with GST & GCC VAT regulations. Proficient in Tally Prime, Tally GST & GCC VAT modules, and MS Office (Excel, Word, Outlook). Adept at coordinating cross-functional teams, optimizing cash-handling processes, and delivering exceptional customer service. Seeking to leverage accounting acumen and clerical proficiency in an accounting/finance role to drive operational efficiency and support organizational growth.



WORK EXPERIENCE

Clerk

OCT 2022 – PRESENT

Stevin Rock LLC | Ras Al-Khaimah, UAE

- Prepare and analyze daily, weekly, and monthly sales and inventory reports, enabling data-driven decisions on procurement and stock replenishment.
- Generate and process accurate invoices for international clients in compliance with GST and GCC VAT requirements, ensuring timely billing and payment collection.
- Monitor inventory levels on an hourly basis, reconcile stock variances, and coordinate with warehouse teams to optimize stock availability.
- Coordinate with procurement and logistics teams to track deliveries, resolve discrepancies, and maintain seamless supply chain operations.

Cashier Cum Sales Representative

SEP 2021 – JUN 2022

Lifestyle - Landmark | Ernakulam, Kochi

- Coordinated closely with inventory teams to maintain optimal stock levels, communicate low-stock alerts, and support promotional campaigns.
- Compiled and presented supply management reports detailing customer preferences, competitor activities, and potential new product opportunities.
- Collaborated with store teams and other departments to execute merchandising plans, replenish shelves, and maintain visual standards.
- Ensured compliance with company policies and UAE retail regulations, fostering a safe, organized, and customer-centric shopping environment.

EDUCATION

Diploma in Global Accounting

True Visory, Vytilla • STED Council, New Delhi, India | April 2022

Bachelor of Commerce (B.Com)

S.N.G.C. Paingattoor • Mahatma Gandhi University, Kerala, India | 2018 – 2021

Higher Secondary Certificate (Commerce)

G.H.S.S. Mullaringadu, Kerala, India | 2018

CONTACT

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Address

Ras Al-Khaimah, UAE

License

Have valid UAE License

KEY SKILLS

- Financial Reporting & Analysis
- Invoice Processing & Billing
- Cash Handling & Reconciliation
- Inventory Management & Stock Control
- Accounts Receivable & Payable
- GST & GCC VAT Compliance
- Customer Relationship Management
- Data Entry & Database Management
- Team Collaboration & Coordination
- Time Management & Multitasking

TECHNICAL SKILLS

- Tally Prime (With GST & GCC VAT)
- Invoice Generation, Sales Reporting
- Excel (PivotTables, VLOOKUP), Word, Outlook

LANGUAGES

- English
- Hindi
- Malayalam
- Tamil