

# JERIN JOSEPH

## Accountant

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Based in Dubai, with over 6 years of accounting experience, I have expertise in preparing comprehensive financial statements, conducting in-depth financial analysis, and developing strategic budgets to drive organizational growth. I seek to collaborate with agile teams, foster strong work ethics, and elevate design maturity.

## PROFESSIONAL EXPERIENCE

### Junior Accountant

**Al Beea Auto Workshop, Sharjah**

**(Mar 2024- Current)**

- Ensuring that the workshop complies with UAE VAT laws and regulations by preparing and filing necessary tax returns
- Handling the processing of invoices for services rendered and parts purchased, ensuring that all payments are made accurately and on time.
- Reconcile bank statements to ensure the accuracy of financial records and Collaborate with the finance team to ensure compliance with accounting standards.
- Prepares financial statements and reports, such as profit and loss statements and balance sheets, to provide insights into the workshop's financial health.

### Payroll Administrator

**Severn Angels Healthcare, United Kingdom (Remote Work)**

**(Feb 2023 - Mar 2024)**

- Demonstrated strong administrative skills, including monitoring daily communications, preparing statutory accounts, working with spreadsheets, sales, purchase ledgers, journals account receivables and payable, as well as recording and filing cash transactions
- Controlled credit, chased debt, processed invoices, and expense requests, and liaised with third-party providers, clients, and suppliers.
- Updated and maintained procedural documentation, showcasing excellent organizational abilities and attention to detail.
- Computed taxes and prepared tax returns, managed balance sheets and profit/loss statements and reported on the company's financial health and liquidity.

### Associate Accountant

**Antony Lara Enviro Solutions Pvt Ltd, India**

**(Jan 2019 - Nov 2022)**

- Independently managed accounting functions for small businesses, ensuring all financial activities were accurately recorded and compliant with relevant regulation
- Managed and updated accounting software and systems, ensuring data accuracy and system efficiency
- Proficiently implemented SAP software to optimize workflow and operational effectiveness, resulting in streamlined processes
- Implemented and maintained robust internal controls to safeguard company assets and ensure financial integrity.

## Accountant

Preetha Timbers, India

(Jun 2018 - Dec 2018)

- Managed payroll processing and payments for employees, ensuring compliance with labor laws and timely bank payments.
- Monitored and analyzed financial data, identified trends, and provided valuable insights to support business decisions.
- Managed all accounting transactions, including accounts payable, accounts receivable, payroll, general ledger, and bank reconciliations

## LANGUAGES

- Languages: **English** - fluent, **Arabic** - Beginner, **Hindi** - Beginner, **Malayalam** - Native

## EDUCATION

- **Bachelor Of Commerce**

Kristu Jayanti College, Bangalore (2015-2018)

- **Commerce And Business Management**

Devamatha CMI Public School, Kerala (2013-2015)

## SKILLS

- Accounting Software - **Zoho CRM, Quickbooks, Tally, Microsoft Excel, Microsoft Powerpoint, SAP B1**
- **Comprehensive knowledge of UAE VAT laws and regulations**
- Soft Skills - **Leadership, Analytical & problem solving, Teamwork, Communication Skills, Flexibility**

## CAREER HIGHLIGHTS

- Best Fresher in Process Improvement- Antony Lara Solutions, 2023 (Award)
- Data Science & Analysis with Python - Network Academy, 2021
- ZOHO CRM - LinkedIn Learning,
- Commerce Secretary- Kristu Jayanti College, 2018