**A B I N J O S E P H**

ACCOUNTANT **|** DUBAI

# CONTACT

+971 55 707 6242

[abinjoseph418@gmail.com](mailto:abinjoseph418@gmail.com)

### Passport Number : T4841940

**Visa Status : Work Visa**

**Industry : Accounting Willing to relocate : Anywhere**

**PROFILE**

Experienced and results-driven Accountant with a strong background in accounts receivable, invoicing, payroll management, financial reporting and general accounting functions. Over 5 years of experience in optimizing financial processes and ensuring compliance with industry standards.

Adept at managing end-to-end receivable cycles, streamlining payroll operations, and maintaining accurate financial records. Seeking to leverage skills in a challenging accountant role to support business growth and operational efficiency.

# EXPERIENCE



**PERSONAL DETAILS**

DOB : 08/01/1995

Gender : Male

Nationality : Indian

Languages *(Fluent):* English, Malayalam,

Hindi, Tamil

# EDUCATION

## M.Com Finance

CMS College Kottayam - Kottayam, Kerala

### (2016 - 2018)

* 1. **om Co-operation** Govt College Manimalakunnu **(2013 - 2016)**

## ACCOUNTANT

UNI-STYLE TRADING LLC, Dubai

### Nov/2023 - Present

**Responsibilities:**

Manage the full accounts receivable process, including invoicing, payments, and account reconciliation for timely and accurate collections.

Assist in month-end and year-end closing processes to ensure timely financial reporting and compliance with standards.

Handling of Petty Cash.

Collaborate with team members and external auditors to streamline the audit process.

## ACCOUNTANT

LULU SAUDI HYPERMARKET LLC, Dammam

### Feb/2021 - Sep/2023

**Responsibilities:**

Monitor daily financial transactions, including cash and credit sales, refunds, and returns.

Maintain accurate records of all financial transactions, including purchases, sales, and expenses, to ensure compliance with accounting standards.

Process payroll accurately for hypermarket staff, including calculating hours, overtime, bonuses, and deductions, ensuring compliance with labor laws.

Implement and monitor internal control processes to safeguard assets and ensure accurate financial reporting.

# EXPERTISE

Accounts Receivable & Invoicing General Ledger Reconciliation

Bank Reconciliation and Journal Entries Vendor Management

Payment Processing

Credit Control and Collections

Payment Terms and Collection Strategies Invoice Generation and Processing Payroll Management & Compliance

Tax Compliance and Audit Preparation Aging Reports

Financial Reporting Budgeting and Forecasting SAP HANA

Tally ERP QuickBooks

Cross-functional Collaboration Problem-Solving and Analytical Skills Microsoft Excel

* + - *Pivot Tables*
    - *VLOOKUP*
    - *Macros*
    - *Financial Modeling*

## ACCOUNTS CLERK

MUVATTUPUZHA URBAN CO-OPERATIVE BANK LTD, Muvattupuzha, Kerala

### May/2019 - Jan/2021

**Responsibilities:**

Record daily transactions, including deposits, withdrawals, and transfers, ensuring accuracy and timely updating of customer accounts.

Assist in opening and closing accounts by processing the necessary documentation and entering data accurately into the system.

Update customer account information, including changes to personal details and account preferences, while maintaining confidentiality.

Respond to inquiries from customers regarding their account balances, transactions, and statements.

Process and track accounts receivable from various sources, including loan repayments and service fees.

Enter and update financial data into the bank’s accounting system, ensuring all information is accurate and up-to-date.

Prepare cash reports and deposit slips for daily cash deposits and withdrawals.

Ensure all documents are properly filed and accessible for auditing purposes, and address any discrepancies identified during audits.

## ACCOUNTS ASSISTANT

GLOBESTA AUDITORS AND ACCOUNTANTS, Kochi, Kerala

### Jul/2018 - Mar/2019

**Responsibilities:**

Compile and organize financial documents, such as balance sheets, income statements, trial balances, and general ledgers, for audit reviews.

Enter financial data into accounting software to create detailed, organized records of financial information.

Identify and investigate discrepancies in account balances,

making adjustments or seeking clarification from clients as needed. Assist with Tax reconciliations and filings where required by clients.

Assist senior accountants in analyzing audit data, preparing documentations.

# REFERENCE

## Available upon request