



**JOY JOSEPH**  
**+971-50-3534461**

### Proven Expertise

- Financial Reporting
- Contract Management
- Cash Flow Forecast
- Spend Analysis
- Budget Forecast & analysis.
- Inventory Management.
- Real Estate Accounting.
- Banking Procedures.

### Skills

- Communication Skills
- Problem Solving
- Analytical Skills
- Detail Oriented
- Interpersonal Skills
- Collaboration
- Adaptability
- Teamwork
- MS- Office

### My Strengths

- Process superior job skills and knowledge, effectively applies them to work assignments.
- Knowledge of banking procedures.
- Proficient in general administrative tasks
- Desire for constant learning

## **Masters in accounting & Taxation with strong knowledge in Account Finalization, inventory management, Real Estate Accounting.**

### **PROFILE HIGHLIGHTS**

Masters in accounting & Taxation with 20+ years of experience in both UAE and India in Finance, Administration, Real Estate Accounting and Operation Support

- Demonstrated expertise in accounts finalization, real estate accounting, management reporting and administration.
- Possessing sound knowledge in Finance.
- Well versed with Inventory control/management techniques, Inventory Flows and inventory planning.
- Adaptive Team leader, with sound communication, interpersonal, problem-solving skills, analytical skills and leadership capabilities.

### **EDUCATION**

*Postgraduate Degree in Accounting & Taxation*  
The University of Calicut

*Bachelors Degree in Accounting & Cost Accounting*  
The University of Calicut

*SET (State Eligibility Test) under Kerala Govt (Commerce)*

### **Professional Experience**

**Jan 2019 – Dec 2023**

**Accounts Manager – M/s Solitaire International General Trading L.L.C.  
Dubai - A leading local Group specialized in supply of cosmetic and food items all over U.A.E. From January 2019 till Dec 2023)**

#### **Responsibilities included -**

- Preparation of financial statements.
- Preparation of daily, weekly and monthly sales report and collection analysis and reporting.
- Perform cash flow forecasting, budgeting, and working closely with the operations and project teams in analyzing margins, variances and cost analysis.
- Responsible for day- to-day finance and accounting operation.
- Maintain and balance subsidiary accounts by verifying, allocating, posting, reconciling transactions and resolving discrepancies.
- Responsible for all Authority related payments and analyze the monthly trend.
- Maintain general ledger by transferring subsidiary accounts, preparing trail balance and reconciling entries.
- Perform full set of accounts and ensure timely closing of accounts.
- Responsible for timely monthly consolidated financial statements, payments, cash-flow management reporting for submission to Management Review & approve payment vouchers & journal entries
- Develop and maintain internal control and effective accounting system and policies for the set up.
- Establish and maintain systems for cost-sensitivity analysis and early-warning of cost overruns.
- Preparation of bank reconciliation statement.
- Summarizes financial status by collecting information, preparing balance sheet, profit and loss and other statements.

❖ **Senior Accountant – Mohammed Omar Bin Haider Group, Dubai – (April 2010 – December 2018)**  
(A leading local Group specialized in Construction, Real Estate, Maintenance & Hotel Groups)

- Handle full spectrum of financial and cost accounting role including accounts receivable, accounts payable, general ledger, forecasting and budgeting in SAP & ERP and Orion system.
- Maintains and balances subsidiary accounts by verifying, allocating, posting, reconciling transactions and resolving discrepancies.
- Responsible for day- to-day finance and accounts' operations • Responsible for all Authority related payments and analyze the monthly trend.
- Maintains general ledger by transferring subsidiary accounts, preparing trail balance and reconciling entries. • Perform full set of accounts and ensure timely closing of accounts.
- Responsible for timely monthly consolidated financial statements, payments, cash-flow management reporting for submission to Management
- Review & approve payment vouchers & journal entries
- Perform cash flow forecasting, budgeting and working closely with the operations and project teams in analyzing margins, variances and cost analysis.
- Issue project cost reports for review and approval.
- Develop and maintain internal control and effective accounting system and policies for the set up.
- Support CFO in ensuring that intercompany cost allocations are in line with management agreements and transfer pricing policy
- Establish and maintain systems for cost-sensitivity analysis and early-warning of cost overruns.
- Preparation of bank reconciliation statement.
- Handling payroll of 300 plus employees.
- Summarizes financial status by collecting information, preparing balance sheet, profit and loss and other statements.
- Knowledge of auditing practices and principles.

❖ **Accountant General – Abu Hail Contracting Company, Dubai- From November,2008 to April, 2010)**

- Computerized accounting until finalization.
- Worked towards Company's goal of overall cost reduction by create additional cash reserves, to reduce price of product or service, to bring expenses in line with revenues, to eliminate unnecessary expenses or wasteful spending, to increase company.

## Personal Information

Mail Id : joseph.joyjoseph@gmail.com  
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**Visa status : Residence Visa**  
Languages Known : English, Malayalam, Hindi  
Other : Holds Valid UAE Driving License.  
References : On Request.