

ALEX JITHU GEORGE FERNANDEZ

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Objective:

To seek a challenging career to utilize my knowledge, technical skills and substantial potential for my career and organization growth.

Professional Qualification:

M. Com (2012 - 2014) specialization in Finance from Kerala University, Kerala, India

Educational Qualification:

Bachelor of Commerce (B.com) 2009-2012 from Kerala University, India

Computer Proficiency:

- ✓ MS Word
- ✓ MS Excel
- ✓ QuickBooks
- ✓ Tally Prime ERP-9

Highlights:

- | | | |
|---|-------------------------------|-----------------------------------|
| ✓ | Accounts Receivable & Payable | Accounting Reconciliation |
| ✓ | Inventory Control | Payroll, Indemnity & Leave Salary |
| ✓ | VAT and other Taxes | Cash Handling and Supervision |
| ✓ | Cash Flow Reports | Accounts Finalization |
| ✓ | LC & Bank Guarantee | Audit |

Experience:

7 Years' experience in the field of Accounting, Inventory, Payroll and Audit.

- **DRUMS AUTO SERVICE LLC** (*Automobile workshop and service station*)
Financial Analyst (Jan 2023 – Aug 2023)
- **Dr. FOOD NUTRI INDUSTRIES**
(*Manufacturer of Baby Food products & Wholesale Distributor*)
Financial Accountant (Dec 2019 – Dec 2022)
- **MMK AGENCIES** (*Textile Wholesale Distributor Group*)
Accounts Assistant (Jan 2017 – Dec 2019)
- **AXIS BANK** (*Business Development Executive*)
(July 2015 – Sep 2016)

Job Description

- Monthly bank reconciliations.
- Maintains and balances subsidiary accounts by verifying, allocating, posting, reconciling transactions, resolving discrepancies.
- Summarizes financial status by collecting information, preparing balance sheet, profit and loss, and other statements.

- Establish and strengthen vendor relationships to encourage timely payment and professional monetary dealings.
- Perform account reconciliations on a regular basis to determine which accounts need to be flagged for further payment and to stay up to date with vendor needs.
- Facilitate the collection of various payments and determine the proper allocation of each payment to maintain organized and fully disclosed financials.
- Work as the primary liaison between our banks and financial providers to ensure communication is relayed and translated in a timely and effective manner.
- Compile quarterly and annual financial reports, and confidently debrief them to departmental staff and executive management.
- Ensure timely submission of taxes and tax returns (VAT, Withholding Tax, NBT, Payee)
- Develop and document business processes and accounting policies to maintain and strengthen internal controls
- Perform payroll accounting, make payroll entries and maintain payroll files for the company employees.

Achievement & Certification:

- Diploma in Computerized Financial Management

Strength:

- Positive attitude
- Fast learner, adapt well to changes and pressures in workplace
- Team facilitator, Hardworking & Enthusiastic

Personal Details:

Date of Birth	:	16th September 1990
Gender	:	Male
Marital Status	:	Single
Languages Known	:	English, Hindi, Malayalam and Tamil
Nationality	:	Indian
Visa Status	:	Visit visa (Exp. 07-04-2024)
Availability	:	Immediate Join

Passport Details:

Passport Number	:	B 6429163
Place of issue	:	THIRUVANANTHAPURAM
Date of issue	:	06/12/2023
Date of expiry	:	05/12/2033

Declaration:

I hereby declare that the above written details are true to the best of my knowledge and may be supported by relevant documents when needed.

Alex Jithu
United Arab Emirates