

SKILLS

KNOWLEDGE OF ACCOUNTING PRACTICES

PROFICIENCY IN ACCOUNTING SOFTWARE

ABILITY TO PREPARE FINANCIAL STATEMENTS

KNOWLEDGE OF GENERAL BUSINESS PRACTICES

TIME MANAGEMENT

DATA ANALYSIS

ACCOUNTING ORGANIZATIONAL SKILLS

TIME MANAGEMENT SKILLS

LANGUAGES

ENGLISH

HINDI

MALAYALAM

PERSONAL DETAILS

Date of birth 21-May-1982

Nationality Indian

Visa status Husband Sponsorship

Marital status Married

HOBBIES

COMPUTERS, MUSIC, TRAVELLING

JAYASANTHOSHY

SENIOR ACCOUTANT

Hamdan Bin Mohammed Street, Abu Dhabi, United Arab Emirates

- 0558594469
- 🐱 jayasanthoshy@gmail.com

ABOUT ME

Focused Accountant for Senior Manangement with 9 years of experience . Adept at writing detailed reports and budgets , completing detailed financial analysis and planning stategically for top client services. Detail oriented with extensive knowlege of cash and record maintenance , payroll, recievables and comprehensive account reconciliations

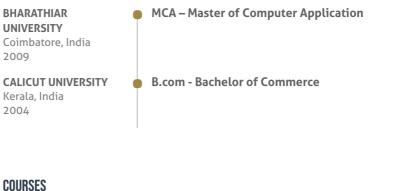
WORK EXPERIENCE

AL AFIYA GROUP Senior Accountant. Ahu Dhahi • Ensure monthly GL account reconciliations are performed Feb 2021-Present timely for related accounts. • Vouchers – Journals, Purchase, Receipts & and payments in ERP: QuickBooks. • Reconciliation statements – Banks, Creditors & Intercompanies. • Periodical preparation of VAT reports. • Passing Monthly JV's -Prepaid, Depreciation, Accruals, End of service benefits • Support accounting audit by preparing accounting schedules & audit queries. • Employee payroll – WPS Payroll Transfer /Leave Salary/Commissions/Gratuity. • Monthly sales invoice, report & analysis. · Calculation of Fixed Assets- depreciations, Prepayments and provisions • Petty Cash Management. **ABU DHABI** Accountant COMMERCIAL • Reconciliation of PDC, Bounce cheques, Rent and Bank **PROPERTIES**transfer in daily basis. ADCP/ADCB • Updating Post Dated Cheques in ICCS. Abu Dhabi • Updating the Master setup (Share percentage, Payment Jan 2018-Dec 2019 frequency) • Updating IBAN and Tax Registration details in Property Management System (Yardi). • Bouncing the return cheque in Yardi. • Calculating and processing the payments for Landlords (Advance & share payment). • Keeping the physical bounce cheques in safe custody and release the cheques to Legal **Department and Tenants** STALCO ABU DHABI Accountant 110 Book keeping - General Ledger, Main cash book etc. Abu Dhabi Preparation of Cheques, Petty Cash Management. Jan 2011-Aug 2016 • Preparation of Receipts. • Accounts Coding & Posting of Vouchers & Purchase Invoices

Preparation of Invoices, Quotations and purchase orders.
Verification of Port bill, Port Storage bills, THC etc.

- Reconciliation of Bank, Receivable and payable ledgers.
- Preparation of Monthly Statement for various debtors and creditors.
- Reconciliation and follow up for debtors and creditors.
- Preparation of Debit Note/Credit Note/Journal Vouchers.
- Maintenance of Big Project Accounts in Excel for Special Control.
- Preparation of Leave Salary, Overtime Sheets.
- Monthly Bills Payment (Water & Electricity Etc.)
- Closing entries for month end processing.

EDUCATION



JUUNJEJ

UNIVERSAL INSTITUTE OF INFORMATION TECHNOLOGY, THRISSUR, KERALA, INDIA Jun 2005	Post Graduate Diploma in Computer Application
INDIRA GANDHI NATIONAL OPEN UNIVERSITY, NEW DELHI, INDIA Jun 2007	Certificate In Computing