



JAYASANTHOSHY

SENIOR ACCOUNTANT

Hamdan Bin Mohammed Street, Abu Dhabi, United Arab Emirates

0558594469

jayasanthoshy@gmail.com

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

ABOUT ME

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

WORK EXPERIENCE

AL AFIYA GROUP
Abu Dhabi
Feb 2021-Present

Senior Accountant.

- Ensure monthly GL account reconciliations are performed timely for related accounts.
- Vouchers – Journals, Purchase, Receipts & and payments in ERP: QuickBooks.
- Reconciliation statements – Banks, Creditors & Inter-companies.
- 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 COMMERCIAL PROPERTIES-ADCP/ADCB
Abu Dhabi
Jan 2018-Dec 2019

Accountant

- Reconciliation of PDC, Bounce cheques, Rent and Bank transfer in daily basis.
- Updating Post Dated Cheques in ICCS.
- Updating the Master setup (Share percentage, Payment 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 LLC
Abu Dhabi
Jan 2011-Aug 2016

Accountant

- Book keeping – General Ledger, Main cash book etc.
- Preparation of Cheques, Petty Cash Management.
- 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

**BHARATHIAR
UNIVERSITY**
Coimbatore, India
2009

● **MCA – Master of Computer Application**

CALICUT UNIVERSITY
Kerala, India
2004

● **B.com - Bachelor of Commerce**

COURSES

**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**