



JITHIN THOMAS

Abu Dhabi, UAE

Mobile: 056 373 2479

Email-thomasjithin0@gmail.com

OBJECTIVE

Well-organized accountant with more than 8 years of dedicated experience in the field of accounts payable and tax accounting. Offers insight into financial reporting, specialized in accounts payable and tax reporting, additional to being well versed in regular accounting systems. Strong attention to detail, enjoyment in multi-tasking, clear and direct communication skills, and experience in a range of accounting roles.

PROFESSIONAL EXPERIENCE

Accounts Payable and Tax Reporting Accountant

Elite Agro UAE LLC, Abu Dhabi, UAE

March-2019 to Present

- Process invoices, verify financial data for use in maintaining accounts payable records, and provide other clerical support needed to pay for organization liabilities.
- Prepare vouchers listing invoice number, date, vendor address, item description, and amounts and coding per accounting policies and procedures.
- Maintain copies of vouchers, invoices or correspondence necessary for files.
- Verify and calculate all extensions and totals on invoices (calculating and taking discounts when applicable).
- Review invoices and requisitions for satisfactory payment approval (including- approvals, supporting documents, and payment method, according to company policy).
- Obtain proper information and/or data regarding invoice payments.
- Receives, researches and resolve a variety of routine internal and external inquiries concerning account status, including communicating the discrepancies to appropriate person.
- Reconciliation of Vendor accounts and Bank accounts
- Providing accounting and clerical support to ensure that financial transactions are in compliance and of the VAT regulations.
- Preparation, validation and submission of monthly VAT returns to the Head office for two entities.
- Manage VAT reporting after review and finalization of data in accordance with FTA regulations.
 - Preparation and review of revenue reconciliation on monthly basis.
 - Review of Invoice format, tax code, percentage of reported VAT amount.
 - Separation of claimable and not claimable input vat from the report(including time barred, more than 6months due invoices)
 - Reverse charge import invoices review, reconciliation, reporting and maintenance of related documents.
- Assist with monthly reports –
 - Accrual schedule Preparation and reporting
 - Prepare schedule and follow-up of advance payments to vendors.
 - Posting of journal entries to finalize ledger accounts.
 - Ledger and department wise cost reporting and maintenance of variance report

General Accountant

IBS Stage Sets Events Organizing LLC, Dubai, U.A.E

April-2018 to March-2019

- Record, classify and summarize accounting transactions to compile various documents and verify their accuracy
- Assemble documents for computer input of itemized charges, account numbers, total costs and to authorize payments in accordance with established procedures.
- Post journal entries accurately to tally balance sheets
- Maintain records through filing, retrieval, retention, storage, compilation, coding and updating.
- Respond to inquiries to locate and resolve discrepancies.
- Compute figures to determine balance, differences, adjustments, reviewing and totals to reconcile all transactions at the end of each day.
- Project wise cost calculation and reporting to the manager.
- Effectively and efficiently, manage the company's petty cash operations through proper inspection and payments of bills, receipts and cash count.
- Check & Book expenses and prepare monthly account reconciliations and examine supplier invoices for accuracy and issue cheque in time for accurate allocation of payments against invoices.
- Conduct month end closing activities so that all current costs must be reflected as expenses of the current month.

Accountant

Sanpaul Electromechanical Works L.L.C, Dubai, UAE

May-2014 to April-2018

- Invoice preparation, submission and follow-up to the customers.
- Review, booking and maintenance of vendor vouchers.
- Day to Day expenses review, verification , recording and reporting
- Reconciliation of Customer and Vendor accounts
- Maintains accounting controls by preparing and recommending policies and procedures.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing data base backups
- Bank reconciliation, journal entries posting (accrual, prepayment amortization) and month report preparation.
- Payroll preparation and reporting to the manager.
- Ticket booking and online passes preparation for staffs

Experience in India more than 2 years

- Accountant- Gold Jewelry Purchase Division - Joyalukkas India PVT Ltd-Gujarat, India
- Junior Accountant- Health equipment wholesale dealer- Moothedan Overseas, Kerala, India

KEY COMPETENCIES

- Tracking budget expenses
- VAT Reporting
- Comfort with managing vendor accounts
- Ability to follow up on pending issues
- Ability to meet deadlines
- Willingness to change and learn new skills.

System SKILLS

Accounting Packages

- Sage X3 Corporate Accounting
- Tally ERP 9
- JEMS
- Oracle (Basic)

MS Office

- Excel
- Word
- Outlook

EDUCATION

- 2010-2012 M.com(Finance), M.G University, Kerala, India (Completed)
- 2006-2009 B.Com (Computer Application), M.G University, Kerala, India.
- 2004-2006 Plus Two (Commerce) Under Kerala State Syllabus, India.

PERSONAL DETAILS

- DOB : 19/May/1989
- Nationality : Indian
- Languages Known : English, Hindi and Malayalam
- Interests : Cricket, Driving
- Passport No : T6714007
- License & Vehicle No : 3594679 (Dubai), 15-32564(Abu Dhabi)
- Marital Status : Married
- Visa Status : On employment visa (Valid up to March 2023)
- References : Available upon request

DECLARATION

I hereby solemnly declare that all the above details furnished by me are true and correct to the best of my knowledge and conscience.

JITHIN THOMAS