

THOMASKUTTY JOSE



ACCOUNTANT

PROFILE • ABOUT ME

Dynamic and deadline oriented **Accounting Professional** with 2+ **Years** of demonstrated **experience** in **Financial Accounting, Financial Auditing, Cash Management, Billing, Office Administration, HR Assistance**. Highly efficient in effectively maintaining **accounting** and **financial information** for a large scale organization.

Well versed with **Reconciliations, Reporting, Auditing** and the **management of general accounting functions**. Superior analytical skills with an expertise in **transaction / workflow** details in support of process and **profit improvement**. Currently looking for a **similar position** in the **UAE** with the support of a **valid UAE Visit Visa**

 **THOMASKUTTY JOSE**
 **Dubai , United Arab Emirates**
 **+971 547892842**
 thomaskuttymjose@gmail.com

EDUCATION

Master of Commerce

Mahatma Gandhi University

Kerala, Kerala

Post Graduate

April 2019

Bachelor of Commerce

Mahatma Gandhi University

Kerala, Kerala

Graduated

April 2016

Intermediate

Government of Kerala Board of
Higher Secondary Education

Kerala, Kerala

Completed
March 2013

TRAINING & CERTIFICATIONS

- Certificate in International Financial Accounting
- Institute of International Accountants

AREAS OF EXPERTISE

- Financial Accounting
- Cash Management
- Monthly/Year End Closing
- Statement Review & Bank Reconciliation
- Tax & Payroll Accounting
- Financial Statement Analysis
- Budgeting & Forecasting
- Knowledge of Regulatory Standards
- GST and IT Return
- HR Management & Office Administration
- Reporting & Documentation

WORK EXPERIENCE

ACCOUNTANT

VELIYATH MOTORS (ROYAL ENFIELD DEALERSHIP)

Kerala, India

Jun 2021

- Nov 2021

ACCOUNTANT

JN ASSOCIATES

Kerala, India

Jan 2019

- Apr 2021

DUTIES & RESPONSIBILITIES

- Record **day to day transactions** and **maintain records**
- Maintaining **computerized accounting** using **Tally ERP**
- Overall, in charge of **Cash and Bank books**
- Prepare **monthly Bank Reconciliation** and **Debtors Reconciliation**
- Preparation and making of a **Payment process** to **Suppliers** through **RTGS & NEFT**
- Assist in preparing monthly **Sales Tax Returns** properly
- Preparation and Maintenance of various **registers** like **Purchase Register, Sales Register, Journal Register, Debit Note Register, Credit Note Register,**

COMPUTER PROFICIENCY

Tally ERP

Peachtree

QuickBooks

MS Office

SKILLS

- Bilingual Communication
- Time Management
- Attention to Detail
- Leadership & team Management
- Critical & Creative Thinking
- Professional Ethics
- Pleasing Client Service
- Planning & Organizing

VISA STATUS

Valid UAE Visit Visa

PERSONAL INFORMATION

Birthday

15/07/1995

Gender

Male

Marital Status

Single

Nationality

Indian

Passport

1254662145

Stock Register, Post Date Cheque (PDC) Register, Receipt Register (RR), and Payment Register (PR).

- Preparation of **Outstanding statements**
- Pass **periodical closing** and **adjustment entries**
- Preparation of **Financial Statements, Balance Sheet, Profit & Loss statements, Trial Balance, Statement of Equity , Cash flow statements, MIS reporting**, etc
- Manage both **electronic and hard copy filing system**
- Secure **financial information** by completing **database backup** Calculate
- **payroll** and handle **employee benefits** such as **overtime, leave salary, gratuity** etc. and keep documents of **WPS and salary transfer**

LANGUAGES

English

Malayalam

Hindi

PERSONAL INTERESTS

- Travel
- Cinema
- Social Media
- Sports

VACCINATION STATUS

2 Dose Covishield

Vaccinated from: India

DECLARATION

I, **THOMASKUTTY JOSE**, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

THOMASKUTTY JOSE

Dubai, United Arab Emirates