

CURRICULUM VITAE



JUDE VARGHESE
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Email:judevarghese221@gmail.com
Nationality: India
Languages Known: English, Hindi, and Malayalam.

CAREER OBJECTIVE

Dynamic & committed professional with a career spanning over 5 years as an Accountant, with 3 Months of experience in Dubai, UAE & 4.7 year in Kerala, India. Seeking a challenging career in an esteemed company, that offers skill enrichment & professional intensification and to wholeheartedly work for the attainment of the organizational objectives.

EDUCATIONAL ATTAINMENT

Bachelor of Commerce – Mahatma Gandhi University-2014-2017 Specialized in cooperation.

SKILLS

Application: Tally 9, Tally prime & Zoho Books. Proficient in Computer Skills: MS Word & MS Excel

PROFESSIONAL EXPERIENCE

Company	Designation	Period
We Two Advertising Material Trading LLC, Dubai, UAE	Accountant Cum Office Administrator	18.10.2021 to 10.01.2022

Ave Maria Engineering, Kottayam, Kerala, INDIA	Accountant	01.10.2020 to 28.09.2021
Covenant Stones Pvt Ltd, Trivandrum, Kerala,	Accountant	02.07.2018 to 26.03.2020
M/S Kallukalam & CO. O/O, Kottayam, Kerala, INDIA	Accounts & Audit Assistant	01.06.2017 to 30.06.2018

Career History:

We Two Advertising Material Trading LLC

Role and Responsibilities:

- Preparing daily accounting records.
- Petty Cash Management
- Preparation of Cash Flow and Fund Flow of the Company
- Prepare Monthly Financial Statements and Administrating the Closing Process
- Maintain General Ledger and All Book of Accounts
- Collecting the LPO and check with delivery notes and invoices
- Follow up the Accounts Receivables
- Manage Payment Schedule with Suppliers and Allocate Payments as per LPO
- Cheque Collection & timely deposit.
- Preparing Daily Cash Report
- Making the Invoices
- Preparation of Daily and Monthly Sales Report

Career History:

Ave Maria Engineering

Role and Responsibilities:

- Bank Reconciliation of the Company on Daily basis
- Preparation of Cash Flow and Fund Flow of the Company
- Prepare Monthly Financial Statements and Administrating the Closing Process
- Controlling and Maintaining Fixed Assets
- Maintain General Ledger and All Book of Accounts
- Collecting the LPO and check with delivery notes and invoices
- Follow up the Accounts Receivables
- Manage Payment Schedule with Suppliers and Allocate Payments as per LPO
- Managing Expenditures, Credit payrolls and Employees Settlements
- Making the Invoices
- Preparation of Daily and Monthly Sales Report
- Coordinate with Auditors
- Compute GST & TAX Returns
- Checking and verifying Customer debit Note and credit note

Career History:**Covenant Stones PVT LTD****Role and Responsibilities:**

- Passing bank entries.
- Bank reconciliation
- Process the LC Documents
- Vendor reconciliation
- Process Monthly salary under WPS system.
- Daily physical inventory checking and submit report to MD
- Ensure accuracy of price information and discounts.
- Inspect and ensure the proper operation of security cameras and alarms
- Petty Cash Management

Career History:**M/S Kallukalam & CO. O/O****Chartered Accountant****Role and responsibilities:**

- Assisted Preparation and coordination of the audit process, implementing and maintaining internal financial controls and procedures
- Maintained Good relations with all team members and clients
- Prepared cost and budget report Analysis of profitability, Income Statement / Profit& loss and Balance sheet
- Auditing
- Scrutiny of various ledgers
- Preparation of Financial Statements
- Cash and Bank Vouching, Purchases and Sales ledger.

REFERENCES

Ave Maria Engineering

CEO – Melvin Tom

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E Mail : catony@kalcas.com , info@kalcas.com

PERSONAL DETAILS

Nationality	:	Indian
Marital Status	:	Single
Date of Birth	:	22.01.1996
Marital Status	:	Single
Visa Status	:	Visit Visa

I hereby declare that the above particulars are true to the best of my knowledge and belief.

Place: Dubai

JUDE VARGHESE