

JITHIN JOY

An adept professional with strong stakeholder management skills and expertise in Accounts, Finance, Administration to lead in highly competitive engagements, with the confidence to take ideas forward and deal with complex challenges.



EXPERIENCE

Gulf water (super gulf) Abu Dhabi Account Executive

FEB 2019-MAR 2021

- Handled daily processing of invoicing, accounts receivables, accounts payables, cash disbursements and cash receipts transactions.
- Prepared analyzed the business to facilitate the decision-making process along with monthly account analysis/ reconciliation of all corporate general ledger accounts.
- Managed intercompany accounting and intercompany reconciliation, accounting transactions and coordinated with stores and banks, as needed.
- Prepared and reviewed bank reconciliation along with budget and forecast, track expenses, taxes, cash flow, receipts and other financial dealings of company.
- Produced detailed P&L and Balance Sheet account analysis for preparation of Audit financials and on an ad-hoc basis for the CEO, COO and Controller
- Ensured internal control of the system and monitored accounts payable and receivable.
- Prepared payroll journals and nominal journals and fixed asset register, accruals and prepayment schedules.
- Handled expense tracking and cash flow management and multiple projects with various fluctuating deadlines.
- Resolved disputes, communicated with customers and vendors for payment issuance (checks issuance and transfers to suppliers).
- Supported for audit & other reportorial requirements as regular financial reports (weekly, monthly and yearly).
- Summarized current financial status with collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Maintained financial security with following internal controls and Secured financial information by completing database backups.
- Examined bank statements and reconciling them with general ledger entries and expenses submitted by employees.
- Performed with strong organizational, project management, and multi-tasking skills and managed expectations and delivered results with a high level of professionalism, self-motivation and integrity.

V&V Finance – Accountant, Kerala

2016-2018

ARC (Luminarc) International, Ras Al Khaimah Quality Control Inspector

2010-2013



CERTIFICATION

- Commodity online Institute of Financial Training 2017



CORE COMPETENCIES

- Accounting Operations
- Accounts Finalization
- Accounts Reconciliation
- Bank reconciliation
- Accounts Payable
- Accounts Receivable
- Audit Reports
- Statutory Audits
- Payroll Analysis
- Cost Reduction
- General Ledger
- Financial reporting
- MIS reporting
- Budgeting and Forecasting
- Cash Flow Management
- Vendor Management
- Purchase / Sales Order
- Fund Management
- Client Relationship Management



EDUCATION

- Master of Business Administration (MBA)specialized in Hr Finance Kerala 2018
- Bachelor of Business Administration (BBA) specialized in Business Administration Kerala 2016



TECHNICAL SKILLS

- MS Office (Word, PowerPoint, Excel)
- Tally ERP 9
- Quick Books
- Advance MS Excel
- Customized MS ERP



AbuDhabi



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