

JAISON JOY

ADMINISTRATION



Contact

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Profile

Visa Status : Visit Visa
Visa Expiry : 02-08-2024
Passport No : V1931618
Nationality : Indian
DOB : September 01, 1981
Marital Status: Married

LANGUAGES

- English
- Hindi
- Malayalam
- Tamil

OBJECTIVE

Seeking a challenging role as a Accounts Assistant , leveraging 17 years of comprehensive experience in managing documents, financial records, and ensuring regulatory compliance. Dedicated to optimizing organizational efficiency and accuracy while contributing to the company’s growth and success.

QUALIFICATION

Bachelor of Commerce (2000-2003)
Kerala University

KEY EXPERIENCE

- Tally
- IT Skills – MS Office (Excel, Word, PowerPoint, Outlook)
- Leadership
- Administrative, document control, and financial functions.
- Executed operational and communicational tasks.
- Administration Skills
- Good Communication Skills
- Teamwork
- Time Management

EXPERIENCE

St. George Central school - Anchal, Kerala, India
Accountant / Administration - (June 2017-May 2024)

- Managing accounts payable by processing vendor invoices, ensuring timely payment, accounts receivables, monitoring student’s fees and collections.
- Preparing accurate and timely financial statements, including income statements, and cash flow statements, to provide insight into the school's financial performance.
- Calculating and processing payroll for school employees, including teachers, administrative staff, and support staff.
- Responsible for organizing, storing, maintaining all school records, employee’s files, administrative documents, and official correspondence.
- Maintaining accurate and up-to-date records of staff details, and other administrative data required for regulatory compliance and decision-making.
- Scheduling regular maintenance and inspections for school vehicles to ensure they are safe and operational. This includes coordinating with mechanics or service providers for repairs and upkeep.
- Ensuring compliance with transportation regulations and safety standards set by relevant authorities. This includes maintaining records of vehicle inspections, driver certifications, and insurance documentation.
- Supervising the maintenance, cleanliness, and safety of school facilities, including classrooms, offices, grounds, and equipment.
- Managing the student enrollment process, including admissions, registration, transfer requests, and maintaining enrollment records.

CFI Group (Caring for India), Ernakulam, India

Accounts Assistant - (Sep 2012 - Jan 2017)

- Responsible for transferring funds to different locations of CFI as per the instruction.
- Monitoring, verifying, and accounting the transactions.
- Issuing the receipts to the Local contributors and its accounting.
- Follow-up on settling the project accounts in time.
- Monitoring the checking of Regional Office bills and accounts and its accounting
- Bank reconciliation work.

Basic Industrial Technical Supports - Doha, Qatar

Accountant (Jan 2010 to Aug 2012)

- Maintaining all the records related to finance and accounts.
- Data entry of all time sheets and assisting to administration.
- Preparing monthly salary statements of the staff members.
- Responsible for distribute and file financial documents and reports.
- Receiving time sheet and preparing Invoices.
- Record/Register in the incoming/outgoing documents.
- Maintain stick files in an orderly manner.
- Identification of transaction and preparation of Vouchers.
- Entering of Vouchers in Tally on daily basis.
- Prepare reports on accounts payable and accounts receivable.
- Process the payable invoices weekly.
- Control and reconciliation of petty cash, Debtors & Creditors, Bank etc.
- Perform other job-related duties as assigned.

Baby Marine Eastern Exports - Tamil Nadu, India

Accounts Assistant (May 2008 to Dec 2009)

- Receiving all Email / faxes and distributing to other departments.
- Maintaining Registers and files as per the company standards.
- Maintaining of accounts and day today production cost.
- Identification of transaction and preparation of Vouchers.
- Maintain salary register in MS-Excel.
- Responsible to match supporting invoices and verify invoices for payment.
- Help to ordering, maintenance, care and utilization of office equipment, inventories and supplies.
- Attending the stores, purchase, and other related assignments

Falcon Pack LLC - Sharjah UAE

Cling Film M/C Operator (Feb 2005 to Dec 2008)

- Maintain quality of products and accuracy based on requirements.
- Ensure safe and efficient operation of cling film machine.
- Manage the transportation of materials within factory premises. It involves securing loads properly, placing items in designated area.
- Conduct routine maintenance checks minor repairs on equipment additionally report any issues/malfunction to supervisors promptly to ensure the equipment remain in good working condition to avoid disruption in operations.
- Do other factory related jobs as per the assignments without delay.

DECLARATION

I do hereby declare that all the above-mentioned details are true and correct to the best of my knowledge and belief.