



Dubai,
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Key Competencies

- Team Player.
- Communication Skill.
- Adaptability.
- Time Management.
- Accountability.
- Coordinate.
- Reliable.
- Initiative.
- Supportive.
- Confidentiality.

Software

- Tally ERP 9.
- Peachtree.
- QuickBooks

Languages

- English.
- Hindi
- Kannada
- Konkani
- Tulu.
- Malayalam.

Personal Details

- Date Of Birth : 06/03/1991
- Nationality : Indian
- Marital Status : Married
- Passport No : L88885824
- Visa Status : Employment

Joel M. Fernandes

OBJECTIVE:

To seek a challenging position, where performance is rewarded with new responsibilities to power up my career ahead, additionally work with precision and loyalty to the benefit of the company.

EMPLOYMENT & NATURE OF JOBS DONE:

April 2018 – Present: Emirates Industrial Panel Limited LLC (As an Accountant)

September 2015 – March 2018: The Base Note Fragrance Ind. LLC (As an Accountant)

June 2014 – June 2015: Albertsons International Pvt. Ltd. (As an Accounts Executive)

Experience:

Accounts Payable Executive / Accounts Receivable Executive

**Emirates Industrial Panel, Dubai, UAE
April 2018 till Present**

As an Accounts Payables of the company:

- Preparing supplier payments: Advance payments, Due payments by cheque's, Online Transfer for local as well as International suppliers.
- Processing TR Applications.
- Processing EOSB of Employees, Leave Salaries, and Part of salary processing.
- Handling Petty Cash, Preparing Cash Report.
- Entering purchase bills in the system.
- Assisting in filing VAT return.
- Verifies vendor accounts by reconciling monthly statements and related transactions.
- Bank Reconciliation on Daily Basis.
- Closing various accounts of the company at the month end.
- Preparation of Cash flow weekly basis.

References

- Avail on Request

As an Accounts Receivable:

- All sales Invoicing(Local & Export), Follow up of timely collections from customers.
- Maintain up-to-date billing system and customer files
- Monitor customer account details and identify and investigate non-payments, delayed payments and other irregularities.
- Protects organization's value by keeping information confidential.
- Customer account reconciliation.
- Assist sales team to ensure finance and sales numbers are reconciled
- Co Ordinate with Logistics and Stores for export related Matters
- Preparing Export LC documents.
- Preparing Bank Guarantee Application at Bank Portal

Work Responsibilities at The Base Note Fragrance - As an Accountant:

- Handling Daily bank related transactions (Cash & Checks deposits, Check payments, L/C applications and T/T payments
- Bookkeeping - Petty Cash, Sales, Purchases, Expenses, Costing Sheets and other daily Journal transactions.
- Managing imports and exports – Which includes: Preparing all the imports and exports documents and making online application for duty exemption.
- Follow up of timely collections from customers and arranging payments to suppliers.
- Preparing sales invoices purchase orders, quotations etc.
- Preparing Trial Balance Sheet.
- Independently handling Payroll, Leave Record, leave salary, gratuity, & final settlement matters related to staff.
- Handling customer grievances and solving their problems.d

Work Responsibilities at Albertsons International Pvt. LTD. - As an Account Executive:

- Raising the invoices for services provided to the corporate banks
- Monitoring and controlling service revenue of the company
- Handling bank transactions like issuing Cheques.
- Handling all the purchase invoice of the company and accounting it in system.
- Performing general office duties and administrative tasks.
- Verifying all the sales invoice documents before submitting to bank.
- Verifying daily receipts & payments and bank deposits
- Submission of Monthly Reports to CFO.

Education:

- ❖ Master of Business Administration (MBA-Finance) from Vishweshwaraya Technological University (VTU), Belgaum India 2014.
- ❖ Bachelor of Business Management from Mangalore University in 2011.
- ❖ Post Graduate Diploma in Computer Application from Aloysius Institute Management and Information Technology (AIMIT), Mangalore (2012).

Computer Skills:

- Office Package: Proficient with MS Office (Word, Excel, Power Point, Outlook)
- Accounts Related: E- Finance (Tally. ERP 9, Busy, Peach Tree, Dac Easy).

Declaration:

I hereby declare that the above information furnished by me is true and correct to the best of my knowledge and belief. *I look forward for an early response at your convenience.*

Thanking you

Joel Melwin Fernandes