

## MEFFY JOSEPH

Ajman, UAE

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### PROFESSIONAL PROFILE

**Commerce Post-graduate** (M. Com) having

- More than 6+ Years of experience in **Accounting, Auditing, VAT and Other Taxation** etc.
- 2 years experience as a Teacher.
- Has strong work ethics and willingness to work hard.
- Dedicated and self-motivated having excellent communication skills.

### MY STRENGTHS

- Analytical skills
- Interpersonal Skills
- Team player
- Time Management skills.

### CAREER HIGHLIGHTS

#### 4. ***Al Kebra Al Raida***

Currently Working as: **Accountant**

- ◆ ***Al Kebra Al Raida*** is a group of company having number of hypermarkets and a trade unit.

#### **Responsibilities & Contribution:**

- ◆ Preparation of daily sales and expenditure report.
- ◆ Preparation of payroll.
- ◆ Preparation of section wise sales report.
- ◆ Updating daily sales.
- ◆ Reconciliation of credit sales.
- ◆ Preparation of section wise commission report.
- ◆ Handle all payments and receipts.
- ◆ Preparation of VAT.
- ◆ Reporting to the management the required information, for the growth and development of the organization.

#### 3. ***Al Manama Group (Ajman, UAE)-***

Position held: **Internal Auditor**

- **Al Manama Group** commenced its entry into the gracious market of United Arab Emirates, Ajman. With the opening of Al Manama Hypermarkets, Manama group set the pace for a revolutionary change in the shopping concepts of the regional Hypermarkets.

#### **Responsibilities & Contributions:**

- ◆ Verification of all types of payment (Cheque & TR) with vendor account.

- ◆ Verification of daily sales report.
- ◆ Verification of purchase report.
- ◆ Vendor's ledger wise scrutiny.
- ◆ Verification of imprest, expense and other transactions.
- ◆ Verification of sales promotion transactions.
- ◆ Periodical review of financial performance of each department, branches and report to management
- ◆ Preparation of various budgets for different branches as well as departments.
- ◆ Verification of Bank reconciliation.
- ◆ Stock verification and reconciliation at various stores and ware houses.
- ◆ Verification of Inter company's reconciliation, supplier ledgers, and customer ledgers.
- ◆ Major support in Finalization of account, assistance with statutory auditor.

## **2. M/s Nirman Engineers (India)**

Position held: **Accountant**

- **M/s Nirman Engineers (Engineers and Contractors)**, a well-known construction company based in Kochi, Kerala, India.

### **Responsibilities & Contributions:**

- ◆ Maintain accounts up to finalization using Tally accounting software.
- ◆ Prepare Work Contract Tax on quarterly basis.
- ◆ Prepare Salary statement and verify wage sheet on each site wise.
- ◆ Handle all types of payments and receipts transactions.
- ◆ Handle petty cash and also daily transactions.
- ◆ Prepare reconciliation with bank accounting statements.
- ◆ Handle client payment settlement and site wage payment settlement on weekly basis.
- ◆ Reporting to top management the required information, for the growth and development of the organization.

## **1. Loyola College Pvt. (College for Arts and Science)**

**Kochi, Kerala, India**

Position held: **Teacher**

### **Subjects taught:**

- ◆ Cost Accounting
- ◆ Financial Accounting
- ◆ Corporate Accounting
- ◆ Entrepreneurship

Subjects taught in Commerce degree (B.Com) classes.

### EDUCATION CREDENTIALS

- ❖ Master of Business Administration (MBA) with Main Finance from Indira Gandhi National Open University, Delhi, India (on going).
- ❖ Master of Commerce (M. Com) with Main Finance from Mahatma Gandhi University, Kerala, India.
- ❖ Bachelor of Commerce (B. Com) from Mahatma Gandhi University, Kerala, India.
- ❖ Pre degree with Commerce stream from Mahatma Gandhi University, Kerala, India.
- ❖ S.S.L.C from State Board of Education, Kerala, India

### COMPUTER SKILLS: -

- ❖ Accounting package- Tally ERP, Peachtree and Quick books.
- ❖ Office packages- MS Word, MS Excel and Power Point.

### LANGUAGE PROFICIENCY

English : Speak, Read and Write  
Hindi : Read and Write(speaking moderate)  
Malayalam : Mother Tongue  
Arabic : Basic

### PERSONAL DETAILS

Passport Details : U0660511, Exp. Date: 12/05/2030

Visa Status : Husband Visa

Gender : Female

Nationality : Indian

Marital Status : Married

Current Address : Old Industrial Area, Near Black Ramada, Al RAshidiya1, Ajman, U.A. E.

Kindly consider my application and provide me an opportunity to serve you in your organization for which act of kindness I shall be grateful to your sir.

### Declaration

I do hereby declare that the above mentioned details are true to my knowledge and belief.

Place : Ajman

Meffy Joseph