



JOYS T MATHEW

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Career Objective:

M.Com- Finance, having more than **16years experience** in Accounts, Finance, VAT, Costing Control, Taxation, Payroll & WPS, Tally ERP9 having more than **13 years' experience in the UAE** with Rent A Car, Transportation, Spare Parts Marketing, Vehicle Repairs & maintenance Businesses.

Working Experience:

Previously worked with Lunar **Rubber Industries** as a **Chief Accountant** from **April 2006 to May 2009**.

Worked with **ORIENT MOTORS LLC UAE** as a **Senior Accountant** from **June 2009 to January 2022**. Also handling the group company entire Accounts (**ORIENT MOTORS LLC**).

Job Responsibilities:

- ✓ Maintaining day-to-day business transaction in Tally ERP System.
- ✓ Checking company online banking& preparing daily bank reconciliation statement.
- ✓ Preparing monthly Profit & Loss account (Project wise & Overall) and schedule for management review.
- ✓ Preparing quarterly VAT reports for FTA.
- ✓ Directly reporting to Owner all account related work.
- ✓ Prepared financial statements monthly, quarterly and annually
- ✓ Managed company bank accounts and cash flow daily.
- ✓ Generated ageing report regularly and followed up with customers for receivables.
- ✓ Preparing payments for local and overseas Suppliers accurately checking Invoice, LPO and DO etc.
- ✓ Preparing monthly Depreciation & Prepayments.
- ✓ Coordinating with Auditors for the annual auditing & Quarterly Vat report.
- ✓ Maintaining of Trial Balance, General Ledgers, Bank Register and Cash Book.
- ✓ Preparing monthly payroll pay through WPS, Leave Salary & End of Service Benefit.
- ✓ Checking Sundry Creditors &Sundry debtors, Intercompany and Group companies' reconciliation.
- ✓ Preparing Cash flow & fund flow statement.
- ✓ LC discounting (Letter of Credit) bank related works.
- ✓ Bank guarantee & Performance guarantee bank related works.
- ✓ Petty cash maintaining & daily closing report...

Job Responsibilities:

- ✓ Updating Day to day Business transactions in book-Keeping.
- ✓ Preparing daily bank reconciliation statement
- ✓ Preparation and Checking of all types of Vouchers.
- ✓ Maintaining of General Ledger, Bank Register and Cash Book.
- ✓ Preparing Accounts Payable & Accounts Receivable reports.
- ✓ Banks, Creditors & debtors, Intercompany and Group companies' reconciliation.
- ✓ Coordinating with Auditors for the annual auditing.
- ✓ Preparing Sales Tax Invoice & Service Tax Invoices.
- ✓ Preparation of monthly Trial Balance and schedule for management review.
- ✓ Preparing staffs & labor's monthly Payroll.
- ✓ Monthly TDS, PF & ESI, Service Tax, VAT working.
- ✓ Maintaining vendor's accounts and time to time follow up with the vendors.
- ✓ Financial report per project & management reporting.
- ✓ Preparing and evaluating annual budgets and variance in the same
- ✓ Online cheque Preparation and Fund transfer through online.
- ✓ Staff reimbursement claims and Cash vouchers preparation.
- ✓ Petty Cash handling...

Educational Qualification:

Post-Graduation: M.G University, Kottayam Kerala , India.

Degree: M.Com (Finance)

Course Duration: 2003-2005

Under Graduation: M.G University, Kottayam, Kerala, India.

Degree: B.com

Course Duration: 1998-2001

Computer Operator & Programming Assistant – N .C.V.T

Personal Details:

Father's Name: Mathew Joseph.

Nationality: Indian

Gender: Male

Date of Birth: 29/05/1980

Marital Status: Married

Passport No: S 4733617 & Valid Up to: 30/04/2028

Visa Status: Visit Visa

Computer Skill: **Tally ERP, INFOS ERP MS Office** (Word, Excel)

Language known: -

English, Tamil, Malayalam.

Declaration

I (Joys T Mathew) hereby confirm that the information given above is true to the best of my knowledge and belief.

Date:

Joys T Mathew