



# MEFFY JOSEPH

## CONTACT



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## SKILLS

- TALLY ERP 9
- QUICK BOOK
- PEACH TREE
- DYNAMICS NAV 2013
- M.S. OFFICE PACKAGES
- FOXPRO
- FINALIZATION
- INTERNAL AUDITING
- BANK RECONCILIATION
- A/P & A/R RECONCILIATION
- CUSTOMER RELATIONS
- ACCOUNTING & BOOK KEEPING
- FINANCIAL AUDITING
- PAYROLL PROCESSING

To pursue a demanding Finance & Accounts managing role within a reputed firm with the approach to take up responsibilities to accomplish organizational goals where my skills and potentials can be utilized to the maximum; alongside focusing on the scope of enhancing my personal skills & gaining maximum knowledge during my tenure to contribute to the growth of the firm.

## EXPERIENCE

### SENIOR ACCOUNTANT- AL KEBRA AL RAIDAH -UAE 2020 - 2022

- Compile and Analyze Financial Information's and Documents to Prepare Books of Accounts and its Finalization.
- Preparation and reconciliation of Ageing report of Debtors and Creditors.
- Ensure to prepare financial statements and supporting schedules.
- Presentation of Monthly & Quarterly Financial Statements.
- Maintain Cash and accurately record Cash Transactions.
- Stock taking & Inventory valuation.
- Preparation and maintenance of Petty Cashbook.
- Preparing and filing of VAT returns periodically, without fail.
- Reconciliation of Banks Statements.
- Preparation of Purchase and Sales registers.
- Preparation of Payroll on monthly basis.
- Maintains customer confidence and protects operations by keeping financial information confidential.
- Cash flow management to meet ongoing cash needs of the Company.

## EXPERIENCE

### INTERNAL AUDITOR - AL MANAMA GROUP OF COMPANIES -UAE 2015 - 2018

- Verification of all types of payment (Cheques & 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.
- Verification of Bank reconciliation.

- PAYMENT PROCESSING
- INVENTORY VALUATION
- FINANCIAL PRESENTATION
- MONTH-END CLOSING
- PETTY CASH & MAIN CASH
- TAX LAWS & GAAP
- INTERPERSONAL SKILLS
- MATHEMATICAL SKILLS
- PROBLEM SOLVING SKILLS
- COMPLEX PROBLEM SOLVING
- TEAM LEADERSHIP
- QUICK LEARNER

## 📖 LANGUAGES KNOWN

- ENGLISH
- HINDI
- MALAYALAM
- ARABIC (Basic)

## ACCOMPLISHMENTS

- **Appreciation 2021:**  
Appreciation from top management for timely support of management and for the best employee.
- **IRDA LICENSE HOLDER – ICICI BANK –INDIA- 2009**

- 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.

## EXPERIENCE

**ACCOUNTANT - NIRMAN ENGINEERS (ENGINEERS AND CONTRACTORS)-INDIA  
2010- 2014**

- Maintain accounts up to finalization using Tally ERP accounting software.
- Managing daily Cash Accounting activities.
- Prepare Work Contract Tax on quarterly basis.
- Prepare Salary statement and verify wage sheet on each site wise.
- Handling queries by E-mails, phone calls and frequent follow ups.
- Handle all types of payments and receipts 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.

## EXPERIENCE

**TEACHER - LOYOLA COLLEGE PVT. (COLLEGE OF ARTS AND SCIENCE)-INDIA  
2007- 2009**

**SUBJECTS TAUGHT: Subjects taught for Commerce Degree (B.Com) classes**

- Cost Accounting
- Financial Accounting
- Corporate Accounting
- Entrepreneurship

## EDUCATION

**M.COM FINANCE**

**MAHATMA GANDHI UNIVERSITY –INDIA**

**MBA FINANCE**

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY –INDIA**

**B.COM CO-OPERATION AND FINANCE**

**MAHATMA GANDHI UNIVERSITY-INDIA**

## DECLARATION

The above information provided is correct to the best of my belief And Knowledge. I shall be grateful if you provide me the chance to Work with You. I shall work to my best of abilities and experience.

Meffy Joseph