



JOMY JOHNY

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PROFESSIONAL SUMMARY

- ☐ A competent professional with 16 years of experience in the area of Finance and Accounts.
- ☐ Presently working with AI Mostajed Technologies Co LLC as Senior Accounts Officer.
- ☐ Proficient in Accounts and Finance functions till Finalisation, Vat, Account Payables, and Project Profitability etc.

EMPLOYMENT HISTORY

**24th August 2008 till date with AI Mostajed Technologies Co LLC
As Senior Accounts Officer**

AI Mostajed Technologies is a Dubai based ISO 9001 Certified Company established in the year 1998. The activities are quite diversified which include Cabling works up to 220kv, Installation, Testing and Commissioning of substations up to 400kv, Advance Metering infrastructure works etc. Our major Customers are Utilities, Oil & Gas Industries in the ME – DEWA, FEWA ANOC, DUBAL etc.

Role:

- ❖ Handling company's Account payables & Prioritizing payment
- ❖ Reconciliation of Vendor Statements.
- ❖ Checking Cash/Bank Vouchers of Treasury Accountant's Desk.
- ❖ Monitoring Bank Reconciliation & Petty Cash Account
- ❖ Analysis of Project Profitability
- ❖ Checking Sales/ Receipts Vouchers from desk of Receivable Accountant
- ❖ Maintaining Inventory / Stock
- ❖ Finalization of Accounts
- ❖ Filing of Tax return

**01st February 2008 - 20th August 2008 with GTN Textiles, Ernakulum
As Accounts Officer**

Organisation

GTN Textiles is engaged in the business of manufacturing and exporting combed cotton Yarns. The company operates through textile industry segment.

Role:

- ❖ Responsible for collection, Accounting and deposits of money received from various customers.
- ❖ Preparing various Documents for the purpose sale tax monthly returns & assessment.
- ❖ Bank reconciliation.

- ❖ Credit Controls: Reconcile large accounts, build relationship between corporate customers and reinstated accounts receivables.

**1st January 2007 – 30th January 2008 with Eastern Treads Ltd, Cochin
As Accounts Assistant**

Organisation

The Company is engaged in the business of manufacturing and dealing of tread rubber and rubber-based adhesives and re-treading services. The Company manufactures procured tread rubber, cushion/bonding gum, black vulcanizing cement, rubber compounds and tire repair patches.

Role:

- ❖ Collect invoice from factory and verify with price list and enter the invoice on VAT System.
- ❖ Verification & make the data entry of GRN against purchase of finished goods.
- ❖ Preparation of outstanding statement weekly Wise & submit to the Accounts Manager.
- ❖ Reconciliation of Debtors accounts on quarterly basis and send it to the customers for balance confirmation.
- ❖ Reconciliation of Bank accounts
- ❖ Preparing various documents for the purpose Sales Tax monthly returns & assessment

**1st January 2006 – 25th December 2006 with Delta Plywood & Boards, Perumbavoor
As Accounts Assistant**

Role:

- ❖ Responsible for collection, Accounting and deposits of money received from various customers.
- ❖ Preparing various Documents for the purpose sale tax monthly returns & assessment.
- ❖ Bank reconciliation.
- ❖ Preparing Export Documents.

**01st November 2004 - 15th November 2005 with Citi Chits & Investments, Angamaly
As Accounts Assistant**

Role:

- ❖ Responsible for collection, Accounting and deposits of money received from various customers.
- ❖ Bank reconciliation.

EDUCATION

Course	University/Board	Year	Percentage
PDC	Mahatma Gandhi University, Kerala	2000	59%
BCOM	Mahatma Gandhi University, Kerala	2003	62%
MBA	NIBM Global -Kerala	2020	86%

IT SKILLS

- ⊗ Post Graduate Diploma in Computer Application (PGDCA)
- ⊗ Smart Accounting (Tally, Peachtree, DacEasy, TataEx).
- ⊗ Work experience in ERP Accounting package with SAP,NAVISION,AX

PERSONAL DETAILS

Date of Birth : 01-05-1983
Sex : Male
Nationality : Indian
Languages Known : English, Malayalam and Hindi.
Visa Status : Employment Visa

I hereby assure that the above-furnished details are correct to the best of my knowledge and belief.

Place: Dubai
Date:

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