



JOBY PHILIP

ACCOUNTANT

Dubai, UAE

+971-56-6496160

jobyphlp26@gmail.com

SUMMARY

Successful at controlling budgets, administering payroll, distributing invoices and handling any other accounting function in focused and exacting manner. Central to maintaining compliant and sustainable business operations. Consistent in accurately tracking expenses, reconciling accounts and supporting audits.

EXPERIENCE

Accountant, 02/2024 - 08/2024

TRUST WELL MOVERS LLC Dubai, UAE

- Coordinated month-end closing processes to ensure completion ahead of aggressive deadlines.
- Generated quarterly financial reports to detail company revenues and expenses.
- Accurately performed daily cash functions, including A/P and A/R tracking, budgeting, payroll transactions, expense management and various reconciliations.
- Posted accounts receivable payments made by cash, cheque or credit card payments.
- Prepared quarterly tax returns and reviewed submitted documentation with auditors.
- Supported reconciliations between local and regulatory reporting and resolved discrepancies within established timeframes.
- Assisted in the negotiation of contracts with suppliers, securing favourable terms and reducing operational costs.

Audit Assistant Cum Accountant, 09/2022 - 10/2023

Kreston Rangamani Business Advisors Private Limited

- Checked the statutory compliance with PF, ESI, Gratuity and GST
- Maintaining and controlling the General Ledger, Accounts Receivables and Accounts Payables
- Post and process journal entries to ensure all business transactions are recorded
- Preparation and filing of GST and TDS returns
- Ensuring payments to vendors on time in compliance with purchase order
- Filing of quarterly TDS returns and ensuring TDS compliances on all payments
- Maintaining petty cash records.

Accounts Assistant, 11/2020 - 08/2021

Globesta Auditors and Accountants, Kochi, India

- Preparation of 'Statement of Total Income' of Individuals, Firms and Corporates
- Accompany Audit team and Maintaining the General Ledgers.

SKILLS

- Financial Planning
- Finalization of Accounts
- Bank Reconciliation
- VAT Filing
- Accountant and Auditing
- MS Office
- Tally Prime
- Tally ERP9
- Zoho Books
- Quick Books
- Winman
- Ledger Scrutiny

PERSONAL
INFORMATION

- Specialization: Specialized in Computer Application
- Visa: Visit Visa
- Date of birth: 10/26/1999
- Gender: Female
- Nationality: Indian
- Marital status: Single

WEBSITES,
PORTFOLIOS AND
PROFILES

linkdin.com/in/jobby-philip

EDUCATION

MG University, KOTTAYAM, 2017
Bachelor of Commerce: COMPUTER APPLICATION

LANGUAGES

English, Malayalam: First Language

Hindi:  B2
Upper Intermediate

Tamil:  B2
Upper Intermediate