



Febby Jolly

N.Parur, Ernakulam

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CAREER OBJECTIVE

To pursue in ACCOUNTS/FINANCE career, where I can apply my knowledge, acquire skills, contribute constructively to the growth of the organization.

CAREER SUMMARY

Accounts and Finance professional with all aspects of accounting and financial management.

Proven ability to manage multiple assignments efficiently while meeting tight deadline schedules.

- **Data Management**
- **Banking and Relations**
- **Reporting / Documentation**
- **Cash Management**
- **Accounting Information Systems**

EMPLOYMENT EXPERIENCE

Accountant

Sima marine India.

2017-Aug to Till

- Revenue reconciliation
- Preparing the Cost workings
- Checking and updating of rates in Jv
- Tallying partners account with company account.
- Monthly, weekly reports and closing of revenue.

Accountant

Al Ghurair Trading co, Dubai.

2013-May to 2017-June

- Dealing with banks and authorities.
- Preparing the fund requirement for upcoming month.
- Passing all entries into Quick books.
- Petty cash management and reimbursement.
- Daily reconciliation of bank accounts.
- All further duties allocated by the management.
- Handling of accounts up to finalization.

Accountant

ASTER, DUBAI, UAE

2008-Mar to 2013-May

- Daily sales reporting to the management.
- Keeping track of intercompany transitions.
- Reconciliation of Credit card and Bank.
- Managing of daily Cash and Cheque deposits.
- Monthly petty cash verification and reporting to the Audit Department.
- Physical stock checking.
- Preparing the suppliers payments.
- Able to work in high pressured environment, with minimum supervision.

Accountant**2004 to 2007**

UNITED OIL INDUSTRIES, ALUVA, INDIA

- Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Reconciliation of daily collection report, due bill report and unadjusted advance report on a daily basis.
- Petty cash management and office administration.
- Prepare Statement of Accounts for Old accounts receivables and collecting the Account balances.
- Placing purchase order, Maintaining of stock register and stock reconciliation of every month.
- Inventory management.
- Reviewing of Bank Reconciliation Statement.

EDUCATION AND CREDENTIALS

MBA Finance (Dist) Nims, India	2008
B.Com Mahatma Gandhi University, Kerala, India.	2002
Diploma, Computer Education Kerala, India.	2002
Pre Degree MG University, India.	1999
10th Public Examination Board, Kerala, India.	1997

SPECIAL SKILLS**Personality –**

- Leadership.
- Problem Solving.
- Think Out-of-Box.
- Quality and Productivity Improvement.
- Public Speaking.
- Public Relations.
- Planning.
- Effective written and verbal communication skills.
- Ability to work under pressure.

Computer & IT -

- Microsoft Office
- Adobe
- Quick Books
- Tally

Language -

- English-Fluent

PERSONAL INFORMATION

Date of birth : ***17th Dec 1981***
Sex : ***Male***
Marital Status : ***Single***
Address : North Parur, Ernakulam.

PROFESSIONAL REFERENCES

Available upon request.