

# Work Experience

## Accountant - Sher Ahmed Scaffolding Tr LLC

(May 17-Jan19) Sharjah - UAE

- Update and maintain accounting journals, ledgers and other records detailing financial business transactions.
- Assist sales manager for attending the customer
- Create the sales quotation as per the inquiry of materials
- Preparing Daily Sales and Petty Cash reports
- Maintains relationship with clients by providing support and information
- Build strong client relationship , provide customer support when needed
- Respond to complaints and resolve issues to ensure customer success and stratification
- **VAT:** Preparation of VAT payment report monthly, Verify all Invoices including Expense invoices, proper checking of all import and Export.
- **Payroll System:** Controlling payroll system and employees profile, Making employee Salary Pay sheets and WPS submitting to the Bank
- **Accounts Payable:** Check and record supplier invoices and promptly settle them as per agreed terms. Oversees supplier invoice verification in the Purchase ledger and verifies Goods Received Notes in the ledger.
- **Accounts Receivable:** Issue outstanding list and follow up with customers to ensure timely settlement. Submit a status report by middle of each Month to management highlighting problem cases.
- Monitoring and maintaining monthly rental records and follow up with customer
- Prepare information and data to internal auditors to assist them in their work.

## Accountant- Ras Al Khaima Sweets and Pastries (Oct 2015 - Dec 2016)

Doha - Qatar

- Preparation of accounts payable and receivable statement and reconcile the statement ad timely payment.
- Preparation of Purchasing inquiry and purchasing Order
- Preparation of salary at the end of every month.
- Played a fundamental role in preparation of various reports & statement in a spreadsheet, i.e. MS Excel like Petty Cash Statement Payroll / Salary Sheet , Sales Report

## Sales executive -Joy Alukkas jewellery - Ramanathapuram

[ July 14 - Sep2015][ Tamilnadu - India ]

- Listen to customers' requirements closely and provide them with information on available pieces and set
- Show customers their desired pieces and provide information such as setting types, stones and cuts
- Provide customers with information on prices and any associated discounts or deals
- Assist customers in making decisions to buy jewelry pieces or sets and suggest alternatives and complementing pieces with clothes and other accessories
- Educate customers about warrantees and guarantees of sold pieces and ensure that all documentation is included with the bagged product

## Education

- ❖ Bachelor of Commerce from Calicut University -2013.
- ❖ +2 [BOARD OF HIGHER SECONDARY EXAMINATION in 2010]
- ❖ S.S.L.C

## Personal Details

**DOB:** 25-01-1992

**Language Known:** English, Hindi, Malayalam

**Marital Status:** Single



**Sojan P Jose**

## Profile

I am a competent management accountant have 3 years of valuable experience and strong academic results, sound analytical and communication skills, seeking a suitable and challenging position in the "Finance/Accounts/Sales " department of a reputed organization to successfully accomplish the responsibilities bestowed upon and thereby achieve continuous career development.

## Contact Details

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## Competencies

- ✚ Dedication and drive as a hard working individual.
- ✚ Capable to deliver results under high pressure. Good communication and interpersonal skills.
- ✚ Team player and comfortable working with employees of different nationalities.
- ✚ Good motivational and convincing abilities to interact with clients.
- ✚ Proficient use of MS Word, Excel and PowerPoint, FOCUS ERP, Tally ERP 9, Peachtree.
- ✚ Good negotiation and time-management skills