

JOHN JAMES

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Account Manager | Accounts Payable | General Accountant

CAREER PROFILE

Custom driven, quality focused self-motivated and committed team player with demonstrated ability in roles of using Account Manager with extensive experience managing accounts from 5 million to 400 million dollars. Driven to continual growth and increased revenues. Flexible and willing to relocate. Motivated to succeed and driven by high performance. Analytical and efficient. Specialize in effectively communicating with staff to maintain quality standards. Highly self-motivated with excellent verbal and written communication skills. Detail-oriented individual with highly professional attitude, strong leadership, problem solving, relationship-building skills and ability to perform well in a team.

- Accounting
- Account Management
- Multi-Tasking Skills
- Risk Management
- Team Building & Leadership
- Staffing and Scheduling Skills
- Forecasting
- Payroll Management
- Key Account Management
- Ledger & Balance Sheet
- Customer Satisfaction
- Time Management
- Communication Skills
- Relationship Building
- Strategic & Planning Skills
- Purchase Documentation
- Business Planning
- Accounts Payable
- Accounts Receivable
- Financial Audits
- Financial Analysis
- Financial Accounting & Reporting
- Problem Solving
- Management Skills
- Business Planning
- Management Accounting
- Sales Management
- Principle Management
- Account Reconciliation
- Bank Reconciliation

CORE QUALIFICATIONS

- Collaborate with Customer marketing, category merchants, and buyers to create value driven initiatives with target customers.
- Drove effective account planning & management process by leading the development and implementation of account plan with a cross functional team approach.
- Established the necessary account situational background to build and maintain a territory plan, account strategy and account plan.
- Assured continual account satisfaction through maximum responsiveness, superior service levels and personalized customer care.
- Performed independent research and analysis and development strategies to maximize revenue within accounts, the territory or industry segment.
- Maintaining and strengthening relationships with clients through the delivery of high quality client service and keeping an excellent attention to detail.
- Excellent interpersonal, verbal and written communication skills.

EXPERIENCE

Accountant General | International Fashion Garments Factory | Abu Dhabi, UAE Mar 2020 to Present
Accountant General | Al Bayan International Institute | Abu Dhabi, UAE Apr 2014 to Feb 2020
Accountant General | Al Showaib International Co. L.L.C | Abu Dhabi, UAE Jan 2014 to Feb 2020
Accounts Payable | Technical Metal Industrial Co. L.L.C | Abu Dhabi, UAE Dec 2010 to Apr 2013
Accountant | Divine Ayurvedic Heritage Pvt. Ltd. | Kerala, India Mar 2009 to Nov 2010
Accountant | Ashkar Cashew Industries | Kerala, India Jan 2008 to Feb 2009
Accountant | Popular Vehicle Sales and Services Pvt Ltd. | Kerala, India May 2006 to Dec 2007
Audit Assistant | Kuruvila Geroage & Co. | Kerala, India Nov 2003 to Apr 2006

EXPERTISE

- Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
- Conduct an analysis of accurate accounting procedures and systems, including maintaining VAT records, filing VAT returns, and making VAT payments.
- Protects financial information and maintains customer confidence; collects and analyzes information regarding assets, liabilities, and capital accounts.
- Preparation of audit paperwork according to organizational standards, Audit of financial documents for financial transactions.
- Reconciles supplier's statements and aging on a monthly basis, analyzing account information and resolving any financial discrepancies.
- Maintains accounting controls by developing and recommending policies and procedures.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Receive The LPO's, MRN's, DO's and Invoices for all purchases from purchase department promptly. Pending Delivery Order clearance and monthly report.
- Incorporate new accounts for customers and suppliers into the system upon receipt of credit approval letters and verification of credit applications properly filled out by customers.
- Performs financial transactions by entering account details, analyzes financial information, and prepares payments by verifying documentation and requesting disbursements.
- Performs data backups to protect financial information. Provides support to the team by getting job related results as needed.
- Maintain the sales and inventory records for each order, maintain the clients and business partner's databases.
- Support and assist Auditor in reviewing internal controls and procedures of companies.

COMPUTER SKILLS

- Focus 6,
- Quick book,
- Tally 9 ERP,
- SAP,
- Park ibl Premium 2.5,
- MS OFFICE Suite

EDUCATION

- **Master of Commerce (Finance)** | University of Kerala | Kerala, India **2007**
- **Bachelor of Commerce (Computer)** | University of Kerala | Kerala, India **2003**

TRAININGS ATTENDED

- Financial Accounting
- Accounting Ethics
- Audit & Due Diligence
- Advanced Bookkeeping Techniques
- Statistics Foundations
- Lean Accounting Foundations
- Accounting for Managers
- Managerial Economics
- Excel: Macros in Depth

DECLARATION

I hereby declare that the details given above are true to the best of my knowledge and belief.