



Dixon Joseph

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CAREER OBJECTIVE

To hold Senior Finance position in a good organization where I can utilize my skills and abilities.

CAREER SCAN

Febv2022 to Till

Nov 2015 to Dec 2021 Namma Intl Digitec Fz LLC Accounts Administrator

June 2010- May 2015 Sree Shakthi Paper Mills Dy. Manager Trainee

May 2009- May 2010 Patel Cars Pvt Ltd *Trainee Internal Auditor*

George Maijo Industries PVT LTD Cochin Commercial Officer/Accounts

George Maijo Industries Pvt Ltd, Chennai India, a company incorporated in 1962 . George Maijo represents Yamaha Motor Co. Ltd., Japan as their sole distributor in India for the last three decades for their marine engines, Spare Parts, Water Vehicles and Yamalube..George Maijo is also the sole distributor for the world renowned Mustad brand Fishing Hooks manufactured by O. Mustad and Son Pte Ltd., Norway, one of the largest fishing Hook manufacturers in the world. George Maijo is also the sole distributor for Shimano Fishing Products.

George Maijo has its head office at Chennai, India with 14 branch Offices in all the maritime states of India. The company has a network of 43 Dealers and 120 Authorised Service Centres

Key Responsibilities

- Working with spread sheets, sales and purchase ledgers and journals.
- Manage obligations to suppliers, customers and third-party vendors
- Process bank deposits
- Report on the status of accounts payable and receivable
- Sorting out incoming and outgoing daily post and answering any queries
- Managing petty cash transactions
- Controlling Treasury activities and cash flow.
- Controlling credit and chasing debt.
- Reconciling finance accounts and direct debits.
- Cash flow and Fund management for smooth functioning of the business
- Reconciliation of bank accounts, payable and accounts receivables statements to finalize
- Monthly inventory closing and finalisation
- Daily MIS reports to Management
- Monitoring and controlling all the Branch functions
- Co-Ordinating with Head office for day-to-Day activities

Namma Intl Digitec Fz LLC

Nov 2015 to Dec 2021

Accounts Administrator

NDigitec is a unique organization which offers a value chain of services in Prepress, Digital Printing Solutions, E-commerce, Creative Media Production and Fabrication of Expo Equipment, structured to meet your demands competently. With over 500 customers spread across 25 countries and with skilled teams working around the clock, we deliver on our promises to our customers

Key Responsibilities

- Working with spread sheets, sales and purchase ledgers and journals.
- Preparing statutory accounts.
- Manage obligations to suppliers, customers and third-party vendors
- Process bank deposits
- Report on the status of accounts payable and receivable
- Sorting out incoming and outgoing daily post and answering any queries
- Managing petty cash transactions
- Controlling Treasury activities and cash flow.
- Controlling credit and chasing debt.
- Reconciling finance accounts and direct debits.
- Cash flow and Fund management for smooth functioning of the business
- Reconciliation of bank accounts, payable and accounts receivables statements to finalize
- Monthly inventory closing and finalisation
- Dealing with VAT related activities such as entries filing and monitoring
- In addition, managing and controlling Payrolls of entire division.
- Daily MIS reports to Management

Shakthi Paper Mills

JUNE 2010 TO May 2015

Dy.Manager- Internal Audit

The Sree Kailas group started operations in the year 1983 with diversified interests in paper segment, logistics parks and construction and infrastructure.

Key Responsibilities

- Product costing
- Standard cost updates
- Analysis on cost variance and prepare costing reports
- Handling inventory accounting, reporting and reconciliations
- Month-end closing activities and ensuring financial accounting related to revenue and costing is completed in a timely and accurate manner.
- Evaluate the efficacy of risk management procedures that are currently in place
- Protect against fraud and theft of the organization's assets and control inventory

- Verification of ledgers and actively involved in Year-end Audit.
- Cost monitoring and analysing variance report
- Monthly inventory closing and finalisation
- Daily profitability reports based on daily production
- Daily MIS reports to Management

Patel Cars Pvt Ltd

May 2009 till May 2010

Trainee Auditor

Key Responsibilities

- Verification of books of accounts
- Branch Visits
- Branch co-ordinations
- Bank and Branch Reconciliations
- Physical verification of current assets
- System audits
- Sales tax and Service Tax
- Physical verification/Audit of fixed assets/Inventory
- Conducting systems audits

EDUCATION

- **Master Degree in Business Administration** (Finance) from MG university 2009
- Bachelor of Commerce with Computer Application– M G University 2007

IT SKILLS

- MS Office
- Tally
- ERP/Sage 300

OTHERS

- Team Player
- Flexible & Self Motivated
- Good Interpersonal Skills
- Trust Worthy & holds
“company’s Interest as prime
- Gentle and Punctual

PERSONAL VITAE

Date of Birth	:	01 ST Feb 1987
Nationality	:	Indian
Marital Status	:	Married
Languages Known	:	English, Malayalam
Reference	:	available on request.

Declaration

I Dixon Joseph hereby declare that above furnished details are true to best of my knowledge