



JITHU JOHNY
ACCOUNTS – PAYABLE

CAREER SUMMARY

Results-oriented Accounts Payable/HR Manager with 7+ years' combined experience in financial/HR sectors. Proven track record in managing accounts payable, developing / executing HR strategies, and cultivating positive workplace relationships. Expert in reducing costs, improving operational efficiency, and increasing employee satisfaction. Skilled in problem-solving/creating innovative solutions.

PERSONAL DETAILS

Mobile No : +971 522 582 971
+91 812 991 9518
Email ID : Jithujohny777@gmail.com
Address : UAE
Nationality : Indian
D.O.B : 13th May 1995
Gender : Male
Marital Status : Single

ACADEMIC CREDENTIALS

2016 **Bachelor of Business Administration**
MG University,
2013 **Higher Secondary (Bio – Science)**
Board of Higher Secondary
Education Kerala
2011 **High School (SSLC)**
Board of Public Examination Kerala

LANGUAGES KNOWN

- ❖ English
- ❖ Malayalam
- ❖ Hindi
- ❖ Tamil

KEY SKILLS

- ❖ Tax Computing
- ❖ Payroll
- ❖ Prepare Accounting Reports
- ❖ Analytical Skill
- ❖ Budgeting
- ❖ ERP Implementation
- ❖ Auditing
- ❖ Invoicing
- ❖ Prepare Financial Statement
- ❖ Spreadsheet
- ❖ Reconciliation
- ❖ Preparing Ledger

EXPERIENCE

ACCOUNTS PAYABLE | Oct 2020 – Dec 2022

Fine Tools Trading LLC, UAE

- Verified and processed invoices and credit memos.
- Resolved discrepancies between invoices and purchase orders.
- Reconciled supplier statements.
- Managed payments and processed payment runs.
- Maintained accurate records of supplier invoices and payments.
- Monitored and managed outstanding payments.
- Responded to vendor inquiries and resolved vendor disputes.
- Processed employee expense reports and payments.
- Developed and maintained relationships with suppliers.
- Complied with all applicable rules and regulations.
- Ensured that all accounts payable documents were accurately filled out.
- Generated financial reports and analyses.
- Reviewed vendor accounts for accuracy.
- Maintained accounts payable ledger.
- Ensured all invoices and supporting documents were properly authorized.
- Processed check and electronic payments.
- Assisted in month-end and year-end closing

IT SKILLS

- ❖ Tally
- ❖ MS Office
- ❖ MS Word
- ❖ MS Excel
- ❖ Windows
- ❖ Linux
- ❖ IOS
- ❖ 45 WPM
- ❖ Photoshop
- ❖ Outlook
- ❖ Falcon ERP

PASSPORT DETAILS

- ❖ Passport No R4122736
- ❖ Date of issue 12/09/2017
- ❖ Date of expire 11/09/2027
- ❖ Place of issue Cochin, INDIA

HR MANAGER | 2016 – 2019

Nest Matrimony, Kerala, INDIA

- Developed and maintained positive relationships with employees and management.
- Researched and recommended solutions for employee-related issues.
- Created and managed job descriptions, job postings, and recruitment initiatives.
- Developed and implemented employee policies and procedures.
- Administered employee benefits, leaves, and compensation packages.
- Conducted onboarding and orientation sessions for new hires.
- Developed and facilitated training and development programs.
- Assisted in the performance management process.
- Monitored and reported on compliance with labor regulations.
- Managed employee relations and addressed grievances.

DECLARATION

I hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge.

JITHU JOHNY