



## DENNIES JOSEPH

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00971 54 536 7609

6 Years of Professional work  
experience in UAE.

### Soft Skills

- AVEVA PDMS
- AUTO CAD
- CEASER
- MS Office
- Networking

### Driving license

- UAE
- INDIA

### Languages Known

- English
- Hindi
- Malayalam
- Tamil

### Personal Information

Date of Birth : 08/10/1992  
Gender : Male  
Nationality : India  
Marital Status : Single

### Visa Status

### Employment

## CAREER OBJECTIVE

To work for a dynamic and growing organization, where my strong analytical, interpersonal and technical skill would make significant impact.

## PROFESSIONAL EXPERIENCE

Since Aug 2019 - till date : **Accountant**  
Kawkab Al Shams Tech Cont. LLC  
Sharjah –UAE

May 2016 – Jul 2019 : **Warehouse Manager + Accountant**  
Al Hanna Central A/C Spare Parts Trading. Co. L.L.C  
Sharjah –UAE

## RESPONSIBILITIES HANDLED

- Preparing LPOs and coordinating with vendors.
- Preparing accounts Receivable Sale order and Invoices.
- Vendors and Customer accounts book reconciliation
- Follow up on receivables and updating customer, vendor books.
- Maintaining Accounts payable and Invoices.
- Interacting with suppliers for better rates and discounts.
- Maintenance of cash flow.
- Verifying and maintaining ledgers of Debtors and Creditors.
- Office records and file room maintenance.
- Office inventory and stationary maintenance.
- Attendance and Overtime sheet preparation.
- Maintaining HR related records, employee handling and maintaining their facilities.
- Statutory Accounting.
- Maintaining Journal entries.
- Inter-company reconciliation.
- Excise duty filing and monthly return filing.
- Preparing reports for audit purpose.
- Updating ledgers, comparing and reconciling to find out mismatches or misrepresentations.
- Maintaining accounts book.
- Petty Cash handling.

## KEY STRENGTH

- Well versed in handling emergency situations.
- Self-initiative and self-driven.
- Good team worker and responsible character.
- Multi-tasking and detail oriented.
- Good communication skill.

## **PROFESSIONAL QUALIFICATION**

2022 : **Bachelor of Commerce.**

NEFT University

Brilliantz Institute of Management and Studies

Dubai –UAE

2015 : **P. G. Diploma in Oil and Gas Piping Engineering.**

ASTS Global Education

India.

2013 : **Diploma in Mechanical Engineering.**

Indian Institute of Engineers

India.

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