**GEORGEKUTTY JOSE **

**E-Mail:** [**georgekuttyjose88@gmail.com**](mailto:georgekuttyjose88@gmail.com)

**Mobile: +971558742302 (M)**

**PERSONAL PROFILE**

To achieve a suitable position in Finance/Accounts in a reputed organization by identifying synergies between organizational requirements and personal goals, at the same time deriving professional satisfaction from work.

**HIGHLIGHTS**

* 6 Plus years of professional experience including 3 years of UAE experience in a Multinational Corporation.
* Master Degree Holder in Commerce with specialization in Finance.
* Confident, Competitive and self-motivated with Strong decision making and analytical skills.
* Convincing ability and problem-solving skills.
* Ability to take initiatives and work under minimal supervision.
* Good in working as a team and demonstrate good leadership and Presentation skills.
* Positive attitude with excellent time management and multitasking skills.
* Currently pursuing CMA.

**EDUCATIONAL EXPERIENCE**

**Master Degree in Commerce, Mahatma Gandhi University, Kottayam, Kerala, INDIA.**

**June 2010–April 2012**

**Bachelor Degree in Commerce, Mahatma Gandhi University, Kottayam, Kerala, INDIA**

**June 2006-April 2009**

**PROFESSIONAL EXPERIENCE**

**Lulu International, Abu Dhabi**

**Nov 2015 – Till Date**

**Working in SAP (Account payables):**

* Making payments to the suppliers, calculating their rebates and other deductions
* Preparation and analysis of MIS Report for Management Decision making.
* Posting purchases and sales.
* Handling IM/EX Payables like TR, LC and TT.
* Determining the cost and selling prices of the materials.
* Reconciliation of vendors A/c and Processing for payment.
* Verifying and posting of all accounting entries.
* Preparation of Bank Reconciliation Statement and Customer ageing report.
* Monitoring the internal control systems in company divisions in relation to purchases, sales, fixed assets and petty cash and reporting any discrepancies.

**MRFLTD, Hubbali, Karnataka**

**May 2014 – Dec 2014**

**Working as Operational Assistant:**

* Billing products to Dealers
* Preparing branch accounts includes petty cash transactions, bank transactions, bank reconciliation statements etc.
* Warehouse keeping.
* Analyzing Customer services. (Claim customers)
* Direct communication with customers and recording their feedbacks.

**Bastin & Swami Audit Firm, Kottayam, Kerala**

**2012 Sept – 2014 Mar**

**Working as Audit Assistant:**

* Plan and communicate the audit/tax strategy, setting of targets, decide the appropriate skills, timing of engagements and effective management of resources to maximize performance efficiently for organizations.
* Tax audits of Proprietary Concerns, Firms, Private Company.
* VAT audit of Proprietary Concerns, Firms.
* Audit of Charitable Institutions.
* Compilation of Financial Information.
* Preparation of Cash Flow Statements.
* Taxation including assessable income, capital gains, and deductions.
* Expert knowledge in income tax laws of the country to prepare the income tax computations, income tax returns, and tax schedules.

**KEY SKILLS**

**Software Skills**

* Packages: SAP, Tally ERP9, Winman (Taxation software)
* Word Processing: Word Prefect, MS Word
* Spreadsheets: MS-Excel
* Mail Management: MS Outlook & Outlook Express
* Operating Systems: Windows10, Windows XP

**Language Skills**

* Fluent in English, Hindi and Malayalam.

**PERSONAL DETAILS**

* Date of Birth: 12-08-1988
* Nationality: Indian
* Sex: Male
* Marital Status: Married
* Linguistics Excellence: English, Hindi & Malayalam
* Passport No: K6696235
* Date of Expiry: 19/11/2022

**DECLARATION**

I, hereby, assure you that the above furnished details are true to the best of my knowledge.

Georgekutty Jose

5.5.2019