



Justin Jacob

Abu Dhabi, UAE

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Experienced; Accounts & Finance, Admin/ HR Executive (UAE Experience)

PROFILE

To become a part of the organization where I can apply my Knowledge enhances my skill and be able to contribute growth and success of the organization. Seven years of experience in field of **Accountant/ Admin/ HR Executive** positions. Now working past four years of experienced in Laith Electro Mechanical LLC, Abu Dhabi as Accountant cum Admin Staff. Now looking for a suitable position with a company which offers genuine room for progression and where I can make a significant contribution.

EDUCATIONAL QUALIFICATION

- ❖ Master in Business Administration (MBA) from Bharathiyar University, Kerala, India.
- ❖ B.com with Co- Operation & Tax from Calicut University, Kerala, India.
- ❖ V H S E, Karalam, Thrissur , Kerala, India
- ❖ S.S.L.C, St. Antony's High School Pazhuvil, Thrissur, Kerala.

EMPLOYMENT HISTORY

- ❖ Currently Working as Accountant (Accounts payable and receivable) / Administrative Staff with Laith **Electro Mechanical LLC**.
- ❖ Worked as Accountant executive in **Johns Honda** Irinjalakuda.

Work Experience:

- ❖ Joined on 3rd October 2013 and Pursuing: Laith Electromechanical LLC.

Designation: Accountant cum Admin

Major Responsibilities and Duties:

- In-charge for local & overseas account payables / payment to suppliers.
- Knowledge in **Letter of Credit** transactions.
- Knowledge in **Short Term Loan** transactions.
- Prepare vouchers, cheques receipts, invoices and Delivery notes.
- Follow up with the customers, at regular intervals to ensure timely collection of invoices raised by the company.
- Collection of sales amounts from customers & deposit into bank.
- Monthly reconciliation of bank accounts.
- Prepare the Payroll sheets, keeping the file of payroll sheets for Labor checking.

- Ensure All vouchers are recorded in proper account head and managing day today accounting.
Function and internal controls for all risky areas to enhance workflow.
- Maintain, check petty cash book and other ledgers.
- Issuing cheques and handling PDC cheques.
- Assisting to Finance Manager in preparation of financial and operating reports.
- Handling Petty Cash and updating transactions in cash book.
- Prepare the monthly salary statement.
- Maintaining files and keeping records of all the official documents.
- Checking mails, drafting letters & correspondence.
- Office management.
- Coordinating with employees and all kind of administration.
- Coordinating with purchase department to prepare the purchase orders.
- Keeping the vehicle log file (Mulikia Renewal, Salik, and Insurance).
- Keeping good relationship with customers through meetings and phone calls.
- Prepare the Personal records on file of the each employee.
- Prepare the documents on ISO standard.

❖ **From August 2011 to September 2013: Johns Honda Irinjalakuda**

Designation: Accountant Executive

Major Responsibilities and Duties:

- Managing HR activities including, joining formalities, collection & verification of joining documents, induction, relieving etc.
- Giving introduction and presentation for new joiners about the company, orientation and basic office information.
- Managing workplace safety related matters and supporting in emergency if required.
- Maintaining HR records, such as Employee information system.
- Participated in yearly performance appraisal assessing and evaluation process.
- Managing attendance to ensure employee punctuality.
- Scheduling and arranging meetings.
- Sent the attendance sheet to head office.
- Arranging Phone and network connection.
- Checking for approvals.
- Prepare the daily report to the top management.
- Prepare vouchers, cheques/cash receipts, billing.
- Maintenance of Daybook and Ledgers.
- Enhance Customers relationship and stratification.
- Preparation of various reports for senior manager.

KEY SKILL

- ✚ Ability to execute ideas effectively.
- ✚ Willingness to take initiative and work in team efficiently and effectively.
- ✚ Team building and leadership qualities.
- ✚ Good communication skills.
- ✚ Ability to deal diplomatically disciplined and good etiquette.
- ✚ Make decisions using available resources and sound judgment.

COMPUTER PROFICIENCY

Very comfortable in totally computerized organization, good understanding of Internet trend & Development
Computer applications : **MS Office & Excel, Tally ERP 9, FOCUS Software.**

LANGUAGES KNOWN

English : Write ,Read, Speak
Malayalam : Write ,Read, Speak
Hindi : Speak, Read.

PERSONAL DETAILS

Date of Birth : 3rd DEC 1987
Gender : Male
Nationality : Indian
Marital Status : Married
Address : Musaffah, Shabia -9, Abu Dhabi, UAE
Passport : T8875793
Notice Period : Immediate Joining
Visa Status : Employment

DECLARATION

I hereby declare that the above written information is true to the best of my knowledge and belief. I will be held responsible for any deviation from the above mentioned details.

JUSTIN JACOB

For more information please don't hesitate to contact me,

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