

JOBIT JOSE

ACCOUNTANT

+971 545521753 ·

jobitjose206@gmail.com

linkedin.com/in/jobit-jose-72868331a

PROFESSIONAL SUMMARY

I am a highly analytical and results-driven financial accountant with over five years of experience in financial management and analysis, invoicing, executive administrative support and VAT reporting. Proficient in accounting functions, including managing accounts receivable and payable, and processing payments.

SKILLS

Attention to detail	Bookkeeping	Time management
Problem solving	Financial Reporting	Tax Preparation & Planning
Flexibility & Adaptability	Account Finalization	Active Learning
Communication skill	ERP	

PROFESSIONAL EXPERIENCE

Compucell General Trading LLC Accountant

Dubai May 2022 - Present

- Assist in gathering necessary backup support documentation for VAT reporting, request VAT invoice revisions.
- Facilitating bookkeeping, and document maintenance, accounts management, and the finalization of books for audit purposes.
- Analyzing each transaction, including imports, exports, local sales, and purchases, to confirm attachment of supporting documents for claiming input VAT and reverse charge before filing quarterly returns.
- Completed opening and closing procedures each day.
- Updated general, sales, and purchasing ledgers on scheduled and verified information against documentation.
- Accurately performed daily cash functions, including account payable and account receivable tracking and budgeting.
- Proficient in Microsoft, Tally ERP 9 (Prime), Navigator System, and Tax software
- Maintaining accurate financial records and documentation to support tax filings.

Shepherd International Logistics LLC Accountant

Dubai Feb 2021 - Apr 2022

- Support the leaders monthly closing procedures to ensure timely completion of month-end close activities.
- Supporting seniors for Preparing, validating, and submitting VAT returns every quarter for various entities, ensuring strict adherence to VAT regulations.
- Managed efficient payment processing for vendor invoices, ensuring timely and accurate disbursement of funds.
- Assisting with the senior to create an operating budget and initiate financial planning.
- Kept internal financial control aligned with generally accepted accounting principles (GAAP) and international Financial Reporting Standards.
- Developed monthly closing procedures to ensure timely completion of month-end close activities.

- Managed accounts payable and receivable functions, ensuring timely payments of invoices.

V M T Trading pvt ltd
Accountant Assistant

Bengaluru Nov 2017 - Feb 2019

- Ensure timely, accurate month-end closing and financial reporting to Management
- Recording and categorizing expenses, and preparing financial reports
- Keeping account books and systems up to date.
- Working with external auditors
- Secure financial information by completing database backups
- Support month-end and year-end close process
- Preparing and entering invoices, bills, checks etc.
- Assisting with taxation including filing returns
- Posting and processing journal entries to ensure all business transactions are recorded
- Update financial data in databases to ensure that information will be accurate and immediately available when needed.

Sevenseas Global Logistics
Accountant Assistant

Bengaluru June 2016 - July 2017

- Maintained detailed records of all financial transactions, including journal entries and account reconciliations.
- Maintaining accounts receivable, preparing invoices, posting receipts, credit card transactions, running A/R aging reports, and analysis.
- Prepare financial documents such as invoices, bills, and accounts payable and receivable.
- Contribute to the successful preparation of the annual budgets by collaborating with finance teams.
- Reconciling already documented reports, statements and various transactions
- Preparing and analysing financial statements like cash flow statement, balance sheet and profit and loss statement

Motor welfare board (govt sector)

Clerk Assistant

- Examined bank statements to ensure there were no discrepancies.
- Preparing invoice for customers

EDUCATION

Master in commerce (M.COM)	2016 - 2018
BHARATIYAR UNIVERSITY	
Bachelor of commerce (B.COM)	2007 - 2010
KANNUR UNIVERSITY	

LANGUAGES KNOWN

English	Proficient
Hindi	Intermediate
Malayalam	Native
Tamil	Intermediate

COURSES OR CERTIFICATIONS

- Pursuing ACCA
- Indian and foreign accounting