



ALJO ALAPPAT JOSE

Alappat House
Vellangalloor P. O
Irinjalakuda, Thrissur

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OBJECTIVE

Seeking a Position in **Audit, Accounts & Finance** Departments to use my education and experience as an asset in growth of the organisation, the ideal environment will be professionally stimulating and will offer opportunities for career advancement.

PROFILE

- **6+ years of Experience in Accounts & Finance in GCC**
- **Ability to work in Audit, Accounts & Finance Department**
- Master in Business Administration Specialized with Finance
- Well versed Computerised Accounting Environment like Facts ERP, Xenon ERP, Tally ERP, SAP, MS Office etc
- Proficient in Accounts & Finance
- Detailed Oriented, Efficient Organized Professional with an extensive experience in Accounting System.
- Possess strong Analytical & Problem Solving Skills, With an ability to make thought out Decision.
- Resourceful in completing Projects & Efficient in Multitasking
- Can work under Pressure & Meet deadlines
- Saudi Driving License Holder

EMPLOYMENT HISTORY

Multilink Contracting LLC,
Dubai, United Arab Emirates
General Accountant

Jan 2018 — Aug 2019

REBCON.Est Dammam,
Kingdom of Saudi Arabia
Accountant

Feb 2014 — Nov 2017

VOLVO EICHER Commercial
Vehicles Pvt Ltd, Cochin, India
Assistant Accountant

Jan 2010 — Feb 2011

DUTIES & RESPONSIBILITIES

- Assistance & Coordination with the CFO
- Providing analytical perspectives to important strategic decisions.
- Supporting External & Internal Auditors in their interim and year end programs.
- Preparation of Profit & Loss Account, Balance Sheet and the Analysis of Monthly Income Summary and the Profit & Loss Accounts Presenting to the same Management
- Preparing Monthly, Quarterly & Annually Reports
- Dealing all the Bank Activity

- Preparing & Posting of Accruals and Journal Voucher in Accounts
- The preparation and delivery of Management Accounts like Accounts Receivable & Payable, Sales Invoice, Bank Reconciliation, Credit Control, Petty Cash
- Preparing Payroll with WPS
- Reconciliation of Ledgers with Dealers & Suppliers
- Preparing Statement of Current Affairs on Daily Basis
- Supervision of Sale & Purchase Invoice
- Ensuring the Smooth Operation of All Books of Accounts
- Allocation of Costs
- Supervise the Cash Flow
- Preparation of Quantitative records of Sales & Purchase and Its Reconciliation
- Deals with Marketing Departments for Payment Matters
- Collection & Issuing the PDC & CDC Cheques and Fund Transfer
- Making presentations and recommendations as to which funds should be included in portfolios.
- Preparation & Clearance of other Banker Cheques & Collection of Local outward bills.
- Issuance of Bank Certificate & Statement and handling the foreign Currency Remittance.
- Assess Internal Controls & Prepare reports for the Controllers Department.
- Help to create Company Budgets & Complete review of tax return
- Creating reports to help business teams across the region manage their spend.

EDUCATION

Master in Business Administration

April 2011 — June 2013

Nehru Institute of Management Studies, Coimbatore

Specialized in Finance

Anna University, Tamilnadu

CGPA = 7.06

Bachelor of Commerce

June 2007 — March 2010

Jyothis College, Irinjalakuda

Specialized in Finance

University of Calicut, Kerala

PERSONAL DETAILS

- Address: Alappat House, Vellangalloor P.O, Irinjalakkuda
- Date of Birth: 24/08/1989
- Nationality: Indian
- Status: Married
- Passport No: J 6640125
- Saudi Driving Lic: 2361877760

IT SKILLS

- MS Office
- Facts ERP, Xenon ERP, Tally ERP, SAP and any other Easily adaptable any Accounting ERP Softwares

INTERESTS

- Earn and Learn : Like to Learn and Earn to Learn more.
- Creative Research : Make thoughts of future by Reading new articles and stay updated.
- Being Social : Living in the present being social human and spending time with family & friends.
- Divine & Commitment : Religious and Divine commitments Redefining daily.

REFERENCES

- Mr.Joby Joseph
Accounts Manager
Multilink Contracting LLC, Dubai
meetjoby@gmail.com, Mob. No :+971 501625089
- Mr.Rajesh Nair
Sr.Finance Manager
REBCON.Est Dammam, Kingdom of Saudi Arabia
rajeshambady@amam.co ,Mob. No: +966 547671282

DECLARATION

I hereby declare that the above mentioned information is true and to the best of my knowledge and belief.

Sgnature: