

JOSEPH LOY ROZARIO

Bur Dubai - Dubai - United Arab Emirates, Dubai,

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CAREER OBJECTIVE

Detail-oriented, efficient and organized Account professional with extensive experience in accounting systems. Holding a Bachelor degree in Commerce to boost my knowledge in accounting career. More than 3 years of work experience as Account Assistant and actively looking for challenging opportunities. Aiming to leverage academic experience and a proven knowledge of accounting, accounts payable, and accounts receivable to successfully fill the Accountant role at your company. Frequently praised as detail-oriented by my peers, I can be relied upon to help your company achieve its goals.

WORK EXPERIENCE

WEATHER GULF AIR-CONDITIONING LLC, DUBAI

JUL 2016 - OCT 2018

ASSISTANT ACCOUNTANT

- Verify accuracy of billing data and revise any errors.
- Operate typing, adding, calculating, or billing machines.
- Prepare itemized statements, bills, or invoices and record amounts due for items purchased or services rendered.
- Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
- Classify, record, and summarize numerical and financial data to compile and keep financial records, using journals and ledgers or computers.
- Receive, record, and bank cash, checks, and vouchers.
- Match order forms with invoices, and record the necessary information.
- Perform general office duties such as filing, answering telephones, and handling routine correspondence.
- Perform personal bookkeeping services.
- Prepare bank deposits by compiling data from cashiers, verifying and balancing receipts, and sending cash, checks, or other forms of payment to banks.
- Prepare trial balances of books.
- Calculate, prepare, and issue bills, invoices, account statements, and other financial statements according to established procedures.
- Prepare and process payroll information.
- Reconcile records of bank transactions.
- Prepare purchase orders and expense reports.
- Monitor status of loans and accounts to ensure that payments are up to date.
- Calculate costs of materials, overhead and other expenses, based on estimates, quotations and price lists.

SML FINANCE LTD , ERNAKULAM, KERALA

JUL 2015 - JUN2016

ASSISTANT ACCOUNTANT

- Classify, record, and summarize numerical and financial data to compile and keep financial records, using journals and ledgers or computers.
- Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
- Operate computers programmed with accounting software to record, store, and analyze information.
- Receive, record, and bank cash, checks, and vouchers.
- Match order forms with invoices, and record the necessary information.
- Prepare purchase orders and expense reports.

SKILLS

- Tally
- MS Office
- Quick Books
- Auditing
- Communication
- Proficiency in IT
- Team working ability
- Organizational skills and ability to manage deadlines

EDUCATION

BACHELOR OF COMMERCE IN COMPUTER APPLICATIONS

Mahatma Gandhi University

Kochi, Kerala

Mar 2015

Professional Diploma in Computerized Financial Accounting

Kerala Rutronix

Kochi, Kerala

Feb 2014

Personal Profile

Nationality	: Indian
Date of Birth	: 14th March 1994
Sex	: Male
Marital Status	: Single
Passport No	: N1883109
Languages known	: English, Hindi and Malayalam
Visa status	: Visit Visa

Declaration

I hereby declare all the above details are true and correct to the best of my knowledge and belief.

JOSEPH LOY ROZARIO

Date:

Place: