



PERSONAL SUMMARY

Self-motivated and individual processing, good communication, and public relation, skill endeavoring to work in professional and competitive environment to achieve the organization goal and enhance individual learning, having more than 13 years of working experiences in Accounting & Finance field in Qatar, Dubai & India, looking for suitable job in Accounting & Finance in a high reputed Organization. (**Handling full accounting cycle independently**)

PERSONEL SUMMARIES

Father	: Thomas
Mother	: Mercy
Religion	: Christianity
Nationality	: Indian
Marital Status	: Married
Visa Type	: Employment
Visa Status	: Transferrable
Passport Number	: S7668622

PRESENT ADDRESS

Alshala building, 2nd Floor, Room No :7,Behind Saffri mall, Doha, Qatar.

JOLICERAJ THOMAS

SENIOR ACCOUNTANT

Contact : +974-55534561

Email : joilceraj@gmail.com

EDUCATION

Master of Business Administration (MBA) at Sathybama University Chennai (India), From 2003 to 2005.

Bachelor of Commerce in Pioneer Kumaraswamy College at Nagercoil, (India), From 200 to 2003.

WORK EXPERIENCE

**Blue Steel Gulf & Interiors W.L.L (Qatar) Senior Accountant
Dec-2014 to Mar-2019.**

- Prepare Monthly Financial Statements & Submitting To CFO
- Process Monthly Income & Expenditures
- Payroll process at timely Manner
- Money Out-Making Payments to Suppliers
- Money in – Processing sales receipts to customers.
- Manage the preparation of company's budget.
- Maintain cash forecasting
- Co coordinating with for preparing cash flow statements
- Revenue & Expenditure variances analysis.
- Prepare accurate timely Bank, Customer & Supplier account reconciliation.
- Recording of adjusting entries of Accrual & Prepaid for the Clarification of Journal entries
- Follow up the outstanding transaction and balances due to solve the issues.
- Inventory controls.
- Co Coordinate with CFO to complete annual audit
- Overseas financial department employees including financial assistant & accountant.

**Tadmur Trading W.L.L (Qatar) Senior Accountant (Receivable)
Jun-2012 to Sep 2014**

- New Customer Registration, customer relationship and contract negotiation
- Process customer Accounts, Receive Sales Invoices, and Maintain Up-to -date billing system in ORACLE (ERP)
- AR collection
- Generate and send out invoices
- Ensure that all completed jobs will be closed/ invoiced within required time frame
- Checks generated customer invoices prior to approval for authorized signatures.
- Follow up collection and allocate payments
- Manage customer complaints
- Ageing Analyzing and control over bad debt
- Monitor customer account details for nonpayment & delay Payments.

- Provide timely, accurate invoices to customer as per Contractual terms.
- Financial & managerial reporting to the management.

Takhayal Television FZ-L.L.C (Dubai)
Jun-2009 to Apr- 2012.

Accountant

- Handle AP related task processing of vendor invoices & Payments.
- Data entry on EP accounting software (VISTA)
- Matching LPO, Posting, Invoice, Prepare Payment Voucher
- Assist with ledger coding and process checks for post Accounts.
- Find out FPO & ASNL for the shippers custom duty and freight Charges.
- Prepare & Record Assets, Liabilities, Revenues & Expenses
- Perform daily accounting function including AP, AR & Billing
- Prepare the depreciation for the fixed assets
- Daily maintenance of AR (Billing) and AP (Payments)
- Conducting inventory counts and reports on any discrepancies
- Provide customer service regarding collection issues, process Customer Refunds process and review account adjustments, resolve client discrepancies, short Payments, credit memos.

John Morish & Co (India)
Aug-2005 to Mar-2009

Accountant

- Maintain petty cash accounts and log all out going Disbursements.
- Monitor all vendor payment agreements due to reduce invoice amounts
- Check collection, Deposit in Bank & Bank reconciliation
- Keep track of credits owed to the company and ensure all credits are properly applied to the vendor payments.
- Perform and analyses on aged AR & Follow up.
- Prepare & Maintain GL Reconciliation files
- Prepare the depreciation for the fixed asset
- Sending OS statements to our customers timely manner.

ERP & MSO SYSTEM KNOWN

Oracle – E-Business Suite 11i module AP,AR & GL, SAP 3 Module HR, Beams, Quick Book, Vista, CTSI Form & Tally.

END