BONEY V JOSEPH

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Professional Profile

GENERAL ACCOUNTANT | FINAINCE | CUSTOMER RELATIONS

Professional with over 6 years of UAE experience. Predominantly in the areas of:

Financial Accounting Ratio/Variance Account Internal Controls Collections Store Keeping

- A Demonstrated strong competencies in General accounting, Accounts Receivables, Accounts Payables, Income Statement, Financial Analysis, Financial Reporting, and Auditing with developed skills in assessing accuracy of financial records whilst determining effectiveness of controls and efficiency of operations.
- Having a successful track record of checking companies financial records, bookkeeping and accounting methods to identify.
- Skilled in implementing financial results forecasting system for providing accurate future results projections and budgeting system ensuring timely compilation and presentation of budgets.
- Excellent knowledge of accounts possesses rich experience in financial planning, analysis and accounting principles.
- Well-developed oral and written business communication skills. Good listener and motivator with exceptional interpersonal skills. Respected team leader. Established competence in customer relations. Detail-minded with good eye for balance and organization. Skilled and creative in resolving problems.

Work Experience

Jan 2020 - Apr 2021: Melker Finance & Leasing PVT LTD (India) as Unit Manager

Jan 18- May 2019: First Abudhabi Bank, Abudhabi (Abu Dhabi -U.A.E) as Credit Analyst

May'16 - Sept 17: Al Ajmi Marble LLC, (Oman) as Accountant

Oct'15 - May'16: Siva Prasad & Associates (India) as Accountant

Domain Skills

Accounts and Finance

- Support Management in developing, implementing and monitoring functional objectives for the Financial accounting section in alignment with the strategic objective of the organization.
- Manage the establishment of a robust financial accounting framework and review mechanism for financial functions
 relating to revenue & receivables, expense & liabilities, payables, cash management & forecasting and general ledger
 financial data integrity and reconciliation.
- Review and analyze accuracy of financial information (assets, liabilities, revenue, expense and cash management) contributing to financial reports presented to Senior Management in support of decision-making.
- Manage the Treasury and Banking functions ensuring compliance to financial regulations, monitor funding and revenue
 and ensure optimum utilization of surplus funds.
- Manage the enhancement of policies, procedures & systems related to all aspects financial accounting activities.
- Research complex issues, focus on International Accounting Standards, evaluating trends, enhancing systems, resolving problems & implementing change, if required. Support major financial projects endorsed for implementation.

- Establish and monitor effective internal controls, including access to financial systems to protect the assets of the Foundation.
- Monitor Compliance of Financial Regulations (e.g. Tax Laws, Banking Regulations)
- Contribute to the Development of Human Capital in line with the Directorate's overall objectives
- Review and audit the payroll and attendance for employees, allowances, benefits and deductions final monthly salary and the issuance of the final statements of monthly salaries.
- Identify and review key business risks and develop strategies to minimize financial risks to acceptable levels & Monitor the effectiveness and efficiency of shared services provided to all customers.
- Conducting Credit Check for the customer Bank account, repayment Schedule and AML.
- Checking AECB score for the customers and their eligibility
- Analysis of stocks and stores Identification procedure for slow moving, Nonmoving and obsolete items.

Sales & Marketing - Customer Relations

- Assisting sales team by managing schedules and distribution of any sales documentation.
- Plan, coordinates & implement marketing strategies to promote and develop new customer base for mortgage products
- Collaborated with the Marketing and Sales managers and performed various clerical duties as required.
- Interviewed, trained, and coordinated summer interns, ensuring that all policies and procedures were fully followed.
- Managing customer centric operations and ensuring customer satisfaction by achieving delivery and service quality norms.
- Identifying improvement areas & implementing measures to maximise customer satisfaction levels.
- Monitoring, recruiting, training & motivating the manpower and providing direction to the sales team for ensuring optimum performance and enhancing their professional and soft skills.
- Analysing the performance of team members for assigning targets on a regular basis..

Education & Credentials

- Bachelor's Degree in computer & application studies, Kerala, Mahatma Gandhi University with 64 % in 2015.
- Certificate course in Tally accounting software

Key Strengths

- △ **Conflict Resolution** Works to resolve differences and maintain work relationships.
- △ **Client Service** Ability to respond to the clients and anticipate their needs.
- △ **Document Use** Ability to use and understand documents.
- △ Excellent communication Can use language effectively to gather information and facilitate the exchange of ideas.
- Oral Communication Skilled at oral communication and can express oneself in conversations and when addressing an audience
- A Persuasive Communication Skilled at both oral and written communication that can influence others
- Sound knowledge of handling accounting system.

Technical Skills

- User level knowledge of various accounting soft wares; Tally, Focus, Winman.
- Proficient in the use of MS Office applications particularly MS Excel, MS Word and MS Power Point.

Personal Details

Date of Birth : 19th September, 1994 Visa Status : Visit Visa Nationality : Indian Marital Status : Single

Languages : English, Hindi & Malayalam

References Available upon request