



JESNY JOSEPH

ACCOUNTANT

CONTACT

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Doha, Qatar

PROFESSIONAL PROFILE

Seeking for an opportunity to work as **ACCOUNTANT** where I can utilise my skills, dedication and compassion for providing best possible care to the patients under stressful and life altering understand the importance of offering holistic care by employing friendliness and empathy while providing treatment

SKILLS

ACCOUNTING SOFTWARE

- TALLY
- ZOHO
- FOCUS
- MICROSOFT OFFICE

INTERPERSONAL SKILLS

- Communication Skills
- Ability to work independently
- Decision Maker
- Team Collaboration

STATUS

VISA TYPE : Work Visa (Transferable)

NATIONALITY : Indian

D O B : 19TH May 1987

EDUCATION

JULY 2008

Computerized Professional Accounting Course (CPAC)

SOCIETY FOR INFORMATION TECHNOLOGY DEVELOPMENTS, Kayamkulam, Kerala

APRIL 2007

Bachelor of Arts (BA)

M.S.M COLLEGE (KERALA UNIVERSITY),

PROFESSIONAL EXPERIENCE

ACCOUNTANT (Payable & Receivable)

MARSHAL SCALE ENG. & SERVICES W L L. DOHA, QATAR
(AUGUST 2024 – SEPTEMBER 2025) 1.1 Year

- Process and verify supplier invoices, match with POs/delivery notes, and schedule timely payments to optimize cash flow
- Maintain vendor relationships; resolve billing discrepancies and handle refund/reimbursement requests
- Generate, distribute, and track customer invoices; monitor receivables aging, follow up on overdue payments, and resolve disputes
- Reconcile vendor statements and customer accounts; post payments, issue credit memos, and adjust entries as needed
- Prepare and post monthly journal entries, accruals, and prepayments; reconcile AR/AP balance sheet accounts for month-end close
- Produce monthly/quarterly AR/AP reports, aging schedules, and cash flow forecasts to support financial analysis
- Support audit processes by preparing documentation, schedules, and providing requested data to internal/external auditors
- Assist with annual/company audits: perform account testing, document control procedures, and implement audit recommendations
- Use accounting/ERP systems (e.g., FOCUS, SOHO) and Excel for accurate recording, reporting, and process improvements

CHEIF ACCOUNTANT

DESIGN CLUB LLC
INTERIOR DESIGNING FIT-OUT CONTRACTING COMPANY,
DUBAI, UAE
(MARCH 2016 – MARCH 2024) 8 years

- Preparing monthly Auditing
- Cash flow management
- Salary Preparation (WPS)
- VAT Return Filing
- Preparing quotations
- Payable and Receivable handling
- Utility bills Management.
- Stock Maintenance
- End of service calculation & staffs leave settlements
- Supporting Yearly Financial Audit

ASSISTANT ACCOUNTANT

MIDDLE EAST HOTEL GROUP, DUBAI (UAE)
(MARCH 2013 – NOVEMBER 2013) 8 Months

- Salary Preparation (WPS)
- Payable handling

ACCOUNTANT

MAX GREEN CHANNEL- MANUFACTURING/RETAIL SALES OFFICE FURNITURE COMPANY, KERALA, INDIA (OCTOBER 2009 – OCTOBER 2012) 3 years

- Cash flow management and Purchasing and Sales
- Payable and Receivable handling – Preparing monthly Auditing
- Stock maintenance- Preparing quotations and bills-
- Salary Preparation- VAT Return Filing

Acknowledgement: I, **Jesny Joseph** hereby declare that all the above-mentioned details are correct and best of my knowledge