



# ALPHONSE JACOB

## Accounts & Finance Professional

With 5 years of experience as an accountant, I have developed strong skills in maintaining financial records, reconciling accounts, and ensuring compliance with regulations. I am proficient in IIRIS, SAP, Microsoft Word, Excel, and Power Point, and have a proven track record of identifying discrepancies, resolving payment issues, and improving financial performance. I am committed to delivering excellent customer support and maintaining strong relationships with suppliers. With a focus on continuous improvement, I ensure that all financial procedures are efficient, accurate, and compliant with statutory requirements.

### PERSONAL INFORMATION

Email : alphonse1094@gmail.com

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- ▶ Nationality : Indian
- ▶ Licence : UAE
- ▶ M.Status : Single
- ▶ Vista Type : Employment
- ▶ DOB : 10-05-1994

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### EDUCATION

- **M.COM (Finance) - 2017**  
St. Aloysius College Mangalore
  - Financial Management
  - HR Management
  - Managerial
  - Accounting
  - Business Economics
- **B.Com - 2015**  
S.D.M College Ujire
  - Financial
  - Reporting
  - Auditing
  - Taxation

### PROFESSIONAL EXPERIENCE

#### ● GARGASH INSURANCE SERVICES LLC (DUBAI) | ACCOUNTANT APRIL 2021 to PRESENT

##### Key responsibilities

- Review and reconcile account reconciliations, ensuring that all premiums, refunds, and adjustments are processed accurately and in a timely manner
- Maintain detailed knowledge of all policies written by the department, including policy numbers, premiums collected, and expiration dates, and ensure that payments are made on time and in accordance with established credit terms
- Collect statements of account from insurance companies and reconcile them with company records, identifying any discrepancies or errors and working to resolve them
- Assist with credit control by providing reports on pending collection of premiums from respective clients, identifying and addressing any payment issues
- Identify un-booked entries in the system and share reports with the appropriate departments to ensure accurate and complete financial records
- Monitor transactions to ensure compliance with established policies and internal procedures, and identify any areas for improvement
- Prepare monthly reports on commission due and follow up with insurance companies to ensure timely payment
- Allocate payment entries and commission receivable entries, ensuring that all transactions are accurately recorded in the company's financial records
- Answer queries from suppliers regarding payments, providing accurate and timely information to ensure good relationships with suppliers
- Analyze premium billing data to identify trends and opportunities for process improvement, working with other departments to implement changes and improve financial performance
- Monitor and manage accounts payable and accounts receivable, ensuring that payments are made and received on time and in accordance with established policies and procedures
- Analyze financial data and provide insights and recommendations to management to improve financial performance and achieve organizational goals

## ACHIEVEMENTS

- Reduced company expenses by 10% through careful budgeting and expense tracking
- Led a successful audit that resulted in zero major findings or discrepancies
- Provided financial analysis and recommendations that helped the company make strategic decisions and increase revenue
- Developed and maintained strong relationships with key stakeholders, including clients, vendors, and internal departments
- Prepared financial statements and reports that were accurate, timely, and in compliance with accounting standards
- Conducted account reconciliations to ensure that all transactions were properly recorded and accounted

## SOFT SKILLS

- MS Office: A suite of productivity software including Word for word processing, Excel for spreadsheet creation and data analysis, PowerPoint for presentations, and Outlook for email management
- IIRIS - A financial accounting software that enables accurate record-keeping, automation of manual tasks, and generation of financial statements
- SAP - An enterprise resource planning software that allows for integration of financial data from different departments, enabling better financial analysis and decision-making.

## LANGUAGES

- English
- Malayalam
- Hindi

## ● MEETING POINT TOURISM LLC (DUBAI) | ACCOUNTS PAYABLE NOV 2017 to MAR 2021

### Key responsibilities:

- Create, view, and amend supplier accounts as needed, ensuring that all supplier information is accurate and up-to-date
- Post invoices, credit notes, and payments to the accounts payable ledger, ensuring that all transactions are accurately recorded and processed in a timely manner
- Collect statements of account from suppliers on time in order to reconcile and process payments within credit terms, ensuring that all payments are made in accordance with established policies and procedures
- Post multiple entries into the accounting system (such as SAP) through Excel, ensuring that all data is accurate and complete.
- Prepare vendors payment proposals and run payments through the system, ensuring that all payments are accurate and made on time
- Prepare aging reports and dashboards for the accounts payable side of the business, monitoring all invoices to ensure that they are properly booked in the system before payment
- Reverse entries as needed and allocate incoming and outgoing payments, ensuring that all financial records are accurate and up-to-date
- Record accruals on a monthly basis and reverse them once the original cost is received, ensuring that all financial records are accurate and up-to-date
- Analyze incentives and brochure contributions to identify any discrepancies, cross-checking contracts between the company and suppliers to resolve any issues
- Clear vendor accounts and unidentified vendor records, ensuring that all records are accurate and up-to-date
- Prepare cash call reports on a weekly basis and discuss them with suppliers, ensuring that all payments are made on time and in accordance with established policies and procedures
- Reconcile advance payments with invoices, ensuring that all financial records are accurate and up-to-date
- Respond to supplier queries regarding payments and other finance-related matters, providing accurate and timely information
- Continuously develop and improve procedures within the finance department to ensure that all processes are efficient and effective

## PROFESSIONAL SKILLS

- Proficiency in accounting software and financial management tools
- Strong analytical and problem-solving skills
- Attention to detail and accuracy in data entry and record keeping
- Ability to communicate financial information to both technical and non-technical stakeholders
- Knowledge of tax laws and regulations
- Familiarity with financial reporting standards (e.g. GAAP, IFRS)
- Strong negotiation and problem resolution skills
- Understanding of internal controls and risk management
- Strong interpersonal skills for building relationships with clients and colleagues
- Continuous learning and staying up-to-date with industry developments and trends
- Ability to analyze financial statements and identify areas for improvement
- Ability to manage multiple tasks and deadlines effectively
- Ability to perform variance analysis and identify trends in financial data