

ALPHONSE JACOB NEELIYARA

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Karama, Dubai



Career Objective:

Data-driven Accountant with 5+ years of experience in Tourism and Insurance Industry with proficiency in Reconciliations, Accounts payable and Accounts receivable. I would like to join in a company that offers me a challenging work environment and growth prospects. I am committed to utilizing my skills and competence in their full potential to suit the requirement of the Company, gaining professional growth in the process.

Professional Experience

Gargash Insurance Services LLC (Dubai, UAE)

Duration: April 2021 to Present

Job Responsibilities as Accountant

- Reviewed account reconciliations, prepared adjustments and reconciled errors or discrepancies in accounts.
- Processing insurance premium payments, refunds and adjustments for multiple lines of business.
- Maintained a detailed knowledge of all policies written by the department including policy numbers, premiums collected, expiry date.
- Collection of SOA's from insurance co. on time in order to reconcile and process the payment within credit terms.
- Filing all payments and associated documentation accurately.
- Assisting credit control team by providing reports on pending collection of premiums from respective clients.
- Identifying the entries which are un-booked in our system and sharing reports to concerned department.
- Monitors transactions to determine accuracy, completeness to established policies and internal procedures.
- Preparing monthly report on commission due and follow up.
- Allocation of payment entry and commission receivable entry.
- Identifying the direct payment entries and providing allocation details.
- Answering all queries regarding payments to the suppliers.
- Analysed premium billing data to identify trends that could be improved upon for future processes.

Meeting Point Tourism LLC (Dubai, UAE)

Duration: November 2017 to March 2021

Job Responsibilities as Accounts Payable

- General Overview (Creating, viewing & Amending suppliers)
- AP postings (Invoices, credit note, payments, allocation).
- Collection of SOA's from suppliers on time in order to reconcile and process the payment within credit terms.
- Posting of multiple entries into SAP through excel.
- Vendors payment proposal, Payment Run through.
- Aging Report & Dash Board preparation of Payable side
- Monitoring all the invoice is booked in SAP before the proposal.
- Reversals of entry, Allocation of Incoming Payment & Outgoing payment
- Recording Accruals on monthly basis and reversal on original cost received.
- Incentive analysis, Brochure contribution analysis and Handle Discrepancies.
- Working on the discrepancy by cross checking the contracts between the company and suppliers.
- Clearing the vendor account and unidentified vendor.
- Preparation of cash call report (ageing) on weekly basis and having a discussion with suppliers.
- Advance payment and reconciliation with invoices.
- Answering all queries regarding payments to the suppliers.
- Ensure continuous development & improvement of the procedures within the finance department.
- Ensure accuracy of information contained in financial reports & their compliance with statutory requirements.
- Providing the customer with support, when requested, in Finance related queries.

Academic Qualification

- **Master of Commerce, (2017)** St. Aloysius College Mangalore, affiliated to Mangalore University, Karnataka.
- **Bachelor of Commerce, (2015)** S.D.M College Ujire, affiliated to Mangalore University, Karnataka.
- **P.U.C, (2012)** S.D.M College Ujire, Karnataka.

TECHNICAL/SPECIAL SKILLS

- Operating Systems: Win 98, 2000, Windows XP Professional, Win 2010.
- Packages: IIRIS, SAP, Microsoft Word, Excel and Power point.
- Strong Analytical, Problem solving, Creative assessment and communication skills.
- Excellent Communication & Presentation skills.
- People Management & team building skills.

PERSONAL DETAILS

Date of Birth : 10-05-1994
Gender : Male
Nationality : Indian
Marital Status : Single
Language Known : English, Hindi, Malayalam and Kannada
Driving License : India, Dubai
Religion & Cast : Christian
Address : Neeliyara House,
Lalith Nagar,
Ujire-574240
D.K, Karnataka-India
Passport Number : P2780868

DECLARATION

I hereby acknowledge that the above given information is true to the best of my knowledge and belief.

Place:

Date:

Alphonse Jacob Neeliyara