



## Albin Joy

**Nationality:** Indian **Date of birth:** 21/01/1996

**Phone number:** (+971) 568221434 **Email address:** [albinjoy4722@gmail.com](mailto:albinjoy4722@gmail.com)

**Work:** 66027 Sharjah (United Arab Emirates)

### ABOUT ME

---

Motivated accounting professional ready to build long-term career with growing team. Focused on maintaining accurate, compliant records and controls responsive to dynamic operating conditions. Detail-oriented and methodical with excellent mathematical skills. GAAP expertise and IFRS knowledge.

### WORK EXPERIENCE

---

#### **Accountant with AutoCad Draftman**

***Al Majlis Steel and Welding LLC*** [ 01/10/2020 – Current ]

City: Sharjah

Country: United Arab Emirates

- Prepared quarterly tax returns and reviewed submitted documentation with auditors.
- Maintained robust financial records for business for regulatory reporting and taxation.
- Posted accounts receivable payments made by cash, cheque or credit card payments.
- Posted accounts payable.
- Kept internal financial controls aligned with Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS).
- Reconciled bank accounts and credit card statements to address financial expenditures.
- Performed work estimation.
- Prepared engineering drawings.

#### **Accountant**

***My Bedroom Mattress Showrooms*** [ 01/10/2018 – 15/09/2020 ]

City: Kochi, Kerala

Country: India

- Generated quarterly financial reports to detail company revenues and expenses.
- Maintained robust financial records for business for regulatory reporting and taxation.
- Posted accounts receivable payments made by cash, cheque or credit card payments.
- Calculated and prepared payroll.
- Reconciled monthly bank statements and resolved discrepancies
- Assisted auditors with review of outside warehouses and resolved any discrepancies.
- Review all purchase orders and invoices for accuracy.

#### **Junior Accountant**

***My Bedroom Mattress Showrooms*** [ 08/07/2016 – 23/09/2018 ]

City: Kochi, Kerala

Country: India

- Created and maintained journal entries, maintaining exceptional accuracy throughout.
- Posted accounts receivable payments made by cash, cheque or credit card payments.
- Coordinated month-end closing processes to ensure completion ahead of aggressive deadlines.
- Analysed travel expenses bill, preparing recharge summaries and raising invoices as required.
- Updates accounts payable and vendor records as needed.
- File payment records.

## EDUCATION AND TRAINING

---

### Master of Commerce

**Mahatma Gandhi University** [ 12/07/2016 – 07/04/2018 ]

City: Kottayam, Kerala

Country: India

### Bachelor of Commerce

**Mahatma Gandhi University** [ 05/07/2013 – 10/04/2016 ]

City: Kottayam, Kerala

Country: India

## LANGUAGE SKILLS

---

Mother tongue(s): **Hindi**

Other language(s):

**English**

**LISTENING C2 READING C2 WRITING C2**

**SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2**

**Malayalam**

**LISTENING C2 READING C2 WRITING C2**

**SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2**

*Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user*

## DIGITAL SKILLS

---

Tally ERP 9. / Tally prime / Accounting Softwares (Wave, QuickBooks, Zoho, Freshbooks, Xero) / Professional QuickBooks Accounting software / Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access / Bank Reconciliation / Business Payroll & HRM / AUTOCAD - 2D + 3D / Estimation

## DRIVING LICENCE

---

**Driving Licence:** B 14/11/2023 – 13/11/2025

*I hereby declare that the above given information are true and correct to the best of my knowledge and belief.*

Sharjah, UAE, 2024



Albin Joy