



AKHIL GEORGE JOY

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ACCOUNTING AND ADMIN PROFESSIONAL

OBJECTIVE

To obtain an accounting and admin position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career.

CAREER PROFILE

- Detail-oriented, efficient and organized professional with extensive experience in accounting systems.
- Possess strong analytical and problem-solving skills, with the ability to make well thought out decisions.
- Excellent written and verbal communication skills.
- Highly trustworthy, discreet and ethical.
- Resourceful in the completion of projects, effective at multitasking.
- Skilled in utilizing accounting software (e.g. SAP, TALLY)

PROFESSIONAL EXPERIENCE

VIDEO HOME AND ELECTRONIC CENTRE JUMBO ELECTRONICS

- October 2024 - February 2025

ACCOUNTS RECEIVABLE

HIGHLIGHTS

- Processed and issued accurate invoices for customers based on sales orders and contracts.
- Managed overdue accounts and followed up with customers for timely payments.
- Reconciled accounts receivable ledger to ensure all payments were accurately recorded.
- Coordinated with the finance team to prepare monthly aging reports.
- Maintained effective communication with clients to resolve payment issues.

GULF WAREHOUSING COMPANY QPSC DOHA, QATAR

- July 2021 – June 2024

ACCOUNTS ASSISTANT IN ACCOUNTS PAYABLE

HIGHLIGHTS

- Verify and process accounts payable invoices; resolve discrepancies.
- Reconcile supplier statements and process payments/credit notes.
- Maintain and update invoice and payment trackers for KPI reporting.
- Handle supplier inquiries and ensure timely communication.
- Ensure alignment with company protocols in processing requests.
- Organize and maintain a systematic filing system.
- Monitor company activities and maintain event calendars.

OFFICE MART COMPUTERS & STATIONERY W.L.L DOHA, QATAR

- November 2016 – June 2021

SALES OF COMPUTER CONSUMABLES & ACCESSORIES

ASSISTANT ACCOUNTANT

HIGHLIGHTS

- Track all payments and expenditures, including payroll, purchase orders, invoices, and statements.
- Verify and process accounts payable invoices, resolving discrepancies.
- Reconcile supplier statements and process payments and credit memos.
- Negotiate payment terms with suppliers to optimize cash flow.
- Maintain the general ledger and perform month-end account analysis.
- Generate and distribute monthly financial reports

❖ IT SKILLS

- SAP, Tally ERP.9, M.S Office, Outlook Express, Microsoft Windows XP and Microsoft OfficeXP Pro

EDUCATIONAL DETAILS

Educational Qualification	Institute/ University	Year of passing
B. Com	University of Kerala	2015
Senior Secondary (+2)	Govt. HSS, Kottarakkara	2011
Secondary school (10th)	St. Mary's HS, Kottarakkara	2009

PERSONAL DETAILS

- Date of Birth : 18 September 1992
- Nationality : Indian
- Passport Details : N3040816, Valid up to 28.09.2025
- Qatar ID no :29235624261
- Driving License : Valid Qatar Driving License
- Language Proficiency : Malayalam, English, Hindi & Tamil
- Visa status : Transferable Visa with NOC