



CAREER OBJECTIVE

A position with an innovative, results oriented firm where my excellent numerical, analytical, and strategic thinking skills will be valued.

JOB EXPERIENCE

An Accountant with **Twenty years of Experience including Seventeen years of GCC Experience.**

CONTACT

PHONE:

+ 973 36616424
+ 973 38700326

EMAIL:

Jaiby1978@yahoo.co.in

PERSONAL DETAILS

Nationality : Indian
Date of Birth: 30 May 1978
Passport No.: S 7951501
Issue Date : 12.09.2018
Expiry Date : 11.09.2028
Religion : Christian
Marital Status : Married

JAIBY GEORGE

APPLICATION FOR THE POST OF ACCOUNTANT

EDUCATION

Educational Qualification

Bachelor's Degree in Commerce from Mahatma Gandhi University, Kerala, India (1995-1998)

Professional Membership

SOCPA (Saudi Organization for Certified Public Accountants)
Membership Number: 13106

WORK EXPERIENCE

GCC EXPERIENCE

M/s. Saudi Archirodon Ltd., Kingdom of Saudi Arabia
Designation: Senior Accountant
December 2012 to February 2022.

Job Responsibilities

- Preparation of annual financial reports.
- Preparation of budgets
- Preparing and submitting various reports to the management such as monthly operational result, costing, estimation of revenue and expenditure etc.
- Compile and analyze various financial information and updating daily Bank / Cash transactions in accounting system module.
- Preparation of profit and loss statements and monthly as well as quarterly closing and cost accounting reports.
- Preparation and submission of various Invoices.
- Account receivable follow up and collection.
- Preparation of payment schedule and cash flow forecast.

- Assisting in the preparation of VAT Declaration and Submission.
- Performing online banking transactions to settle supplier payments and reconciliation of bank accounts and supplier accounts.
- Analyze revenue and expenditure and recommend appropriate budget levels and ensure expenditure control.
- Resolve accounting discrepancies.
- Liaising with Banks.
- Interact with internal and external auditors in completing audits.
- Monitoring and controlling movements of inventory
- Other duties as assigned

M/s. MEDCO, (Middle East Detergent Co.) Oman. -

Designation: Senior Accountant

September 2011 to February 2012.

Job Responsibilities

- Preparation of monthly Balance Sheet and Profit and Loss Statement.
- Interact with internal and external auditors in completing audits.
- Liaising with Banks.
- Updating Daily Bank / Cash Transactions in Accounting System Module.
- Preparation of Bank Reconciliation Statements
- Reconciliation of Suppliers Statements.
- Monitoring and Controlling Daily Transactions
- Preparation of Various MIS Reports as Required by the Management.

M/s Al Jaber Group, Doha, Qatar

Designation: Chief Accountant

March 2008 to December 2009

Job Responsibilities

Finalization of Accounts including preparation of Trial Balance, Profit & Loss Account and Balance sheet for audit purpose. The other duties are: -

- Preparation of monthly audit plan and conducting internal audit in accordance with audit office.
- Monitoring and controlling movements of inventory as well as fixed assets.
- Preparing and submitting various reports to the management such as Monthly Operational Result, Costing, Budgeting and Estimation of Revenue and Expenditure etc.
- Maintaining petty cash registers, cash book, invoice register etc.

- Preparation of payment schedules, payment certificates, raising invoices etc.
- Preparation of salary statement and monitoring and computing overtime of the employees
- Independently looking after day today dealings of the company.

M/s.Tariq Al Kooheji & Bros.W.L.L, Kingdom of Bahrain.-

Designation :Chief Accountant

Aug 2000 to Sep 2007

Job Responsibilities

Finalization of Accounts including preparation of Trial Balance, Profit & Loss Account and Balance sheet for audit purpose. The other duties are: -

- Preparation of monthly Balance Sheet and Profit and Loss statements, post journal entries etc.
- Preparation of Payroll and Reconciliation of Bank Accounts.
- A/P, A/R, Cash Flow, Collections, credit card payments processing.
- Compute, classify and record numerical data to keep financial records complete for intercompany transactions.
- Perform combination of routine calculations, posting and verify duties to obtain primary financial data for use in maintaining accounting records.
- Responsible for account analysis during the monthly closing.
- Generate payroll journal entries.
- Analyze monthly financial statements for distribution to executive management.
- Prepare account reconciliations, analysis, accruals and journal entries.
- Compute employee's time worked production and commission.
- Assist outside auditors with audit-related questions.

EXPERIENCE IN INDIA

April 2011 to Sep 2011

Working with M/s.Eighteen Hundred B.P.O Chennai as Accountant.

Sep 2010 to April 2011

Worked with M/s.European Fragrance and Flavors P Ltd. (Manufacturing Unit) Chennai as Accountant.

Dec 1998 Jun 2000

Worked as an Account Assistant with M/s Home Needs Muvattupuzha, Kerala, India.

Technical Qualifications

Working Experience in various accounting packages like Agenas, Tally, MYOB, MAXI etc.

Monthly Salary Expected : Negotiable

Languages Known: : English, Hindi & Malayalam

DECLARATION

I hereby declare that the above-mentioned details are true and correct to the best of my knowledge and belief.

Jaiby George.



شركة اركيرودون السعودية المحدودة

شركة ذات مسؤولية محدودة - رأس المال المدفوع ٢٠٠,٠٠٠,٠٠٠ ريال سعودي

سجل تجاري رقم: ٤٣٠٠٧٥٠١

الرقم الضريبي: ٣٠٠١٩٥٦٥٨٢٠٠٠٣

عمرنة تجارية رقم: ٢٩٢٦ - المركز الرئيسي: جدة

SAUDI ARCHIRODON LTD.

A LIMITED LIABILITY COMPANY, PAID UP CAPITAL SR. 200,000,000

COMMERCIAL REGISTRATION: 4030077501

VAT - No.: 30019565820003

CHAMBER OF COMM. NO. 2926 HEAD OFFICE: JEDDAH

Date : 14/06/1443H

التاريخ: ١٤٤٣/٠٦/١٤

Corres : 02/02/2022 G

الموفق : ٢٠٢٢/٠٢/٠٢

TO WHOM IT MAY CONCERN

إلى من يهمه الأمر

This is to certify that Mr. **Jaiby George**, Indian National, holder of passport No. **S7951501** & Saudi Residence Permit No. **2336143975** is one of our employees and has been working for our company in the capacity of Accountant from 02-12-2012 up to 02-02-2022. He worked in the same capacity in the below Projects executed by our company:

1. NGL TERMINAL FACILITIES- PACKAGE (SP-7)- YASREF- ARAMCO Project (2012-2015)
2. MARINE FACILITIES - FARASAN PORT – Saudi Ports Authority Project (2015 - 2016)
3. RAILWAY DIVISION – Various Projects for Saudi Railway Company (SAR) & Saudi Railways Organization (SRO) (2016 - 2022)

بهذا نشهد أن السيد/ جيبي جورج ، هندي الجنسية ، حامل جواز سفر رقم S7951501 واقامة نظامية سعودية رقم 2336143975 هو أحد منسوبينا ، ويعمل لدى شركتنا بصفة محاسب منذ 02-12-2012 م وحتى 02-02-2022 وقد عمل المذكور بنفس الصفة بالمشاريع المذكورة أدناه والتي نفذتها شركتنا:

1. مشروع ان جي ال ترمينال المرحلة اس بي 7 ياسرف أرامكو (2012-2015).
2. مشروع الأعمال التسهيلات البحريه ميناء فرسان - الهيئة العامة للموانئ (2015-2016).
3. مشاريع السكك الحديدية مع المؤسسة العامة للخطوط الحديدية وشركة سار للخطوط الحديدية (2022 - 2016).

This certificate has been issued to him in response to his request for whatever legal purpose it may serve without assuming any obligation towards our company.

أعطي المذكور هذه الشهادة بناءً على طلبه من أجل الاستفادة منها في الأغراض القانونية دون أي إلتزام تجاه شركتنا.

عن شركة أركيرودون السعودية المحدودة
for SAUDI ARCHIRODON LTD

غرفة جدة

شركة اركيرودون السعودية المحدودة شركة شخص واحد



رقم المنشأة: 7001351332
العضوية: 201000002926
رقم الطلب: 2646161
ساري إلى: 2023-01-23

عید محمد الاحمدي

Eid Mohammed Al-Ahmadi



Page 1 of 2

ص.ب: ٣٩٨٧ - جدة ٢٤٦١ - المملكة العربية السعودية. هاتف: ٦٨٣٦٠٠٣ - فاكس: ٦٨٣١٨١٧ (٠١٢)

P.O. Box: 2987 Jeddah 21461, Saudi Arabia, Tel.: 00966-12-6836003, Fax: 00966-12-6831817

E-mail: asco@archirodon.net, Website: www.archirodon.net



شهادة تسجيل مهني مؤقت

Certificate of Temporary Accounting Technician



Id Number: 2336143975

رقم الهوية ٢٣٣٦١٤٣٩٧٥

Membership No: 13106

رقم العضوية ١٣١٠٦

This is to certify that

JAIBY GEORGE PAILY VALAMKOTE

is an active Temporary Accounting Technician of SOCPA.

effective from the date 08/09/2019 and the validity of this certificate
shall expire on 19/10/2021

تشهد الهيئة السعودية للمحاسبين القانونيين بان

أحد المسجلين مهنياً مؤقت في الهيئة

اعتباراً من تاريخ ١٤٤١/٩/١ هـ وينتهي سريان هذه الشهادة
في تاريخ ١٤٤٣/٢/١٣ هـ



@socpa_ksa

920009493

www.socpa.org.sa

يمكنك التحقق من صحة هذه الشهادة بالدخول على <https://v.socpa.org.sa>

نسخة إلكترونية 19/10/2020 : 16:10

الأمين العام

د.أحمد بن عبدالله المغامس