

LIJI MATHEW

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PROFESSIONAL SUMMARY

Versatile and detail-oriented General Accountant with over 3 years of experience in accounts payable, accounts receivable, payroll processing, reconciliations, and financial reporting. Skilled in budgeting support, forecasting, and financial analysis, with strong knowledge of UAE VAT and corporate tax compliance. Adept at managing general ledger activities, vendor and bank reconciliations, and preparing reports that support management decision-making. Proficient in ERP systems (Tally) and Advanced Excel. Currently enhancing expertise with CMCA, VAT, Corporate Tax, and advanced financial modeling.

CORE COMPETENCIES

General Accounting & Bookkeeping
Budgeting & Forecasting Support
Financial Reporting & Analysis
Accounts Payable & Receivable Management
Payroll Processing & End of Service Benefits
Bank & Vendor Reconciliation
Journal Entries & General Ledger Management
VAT & Corporate Tax Compliance
Auditing Support & Documentation
ERP Systems (Tally ERP, Advanced Excel)

PROFESSIONAL EXPERIENCE

General Accountant

Meydan Shobha Construction, Dubai | Nov 2015 – Apr 2016

- Managed accounts payable, reconciliations, and vendor payments ensuring accuracy and compliance.
- Assisted in preparing annual budgets by providing AP data, expense allocations, and vendor spend trends.
- Supported forecasting by analyzing expense outflows and projecting future financial requirements.
- Conducted variance analysis comparing actual vs. budgeted expenses, preparing reports for management review.

- Prepared journal entries, accruals, and assisted with month-end and year-end closing.
- Provided audit documentation and contributed to financial reporting accuracy.

Accountant

Offshore Safety Equipment LLC, Sharjah | May 2010 – Jun 2011

- Handled AP, AR, petty cash, invoicing, collections, and supplier payments.
- Maintained general ledgers and reconciled accounts on a monthly basis.
- Prepared cash flow and financial reports to support management.
- Assisted in departmental expense forecasting and financial analysis.
- Collaborated with senior accountants during audits and reporting.

Accountant

Royal Printing Press, Sharjah | Jan 2007 – Jun 2008

- Oversaw accounts receivable, accounts payable, payroll, and general ledger functions.
- Reconciled bank statements, vendor accounts, debit/credit notes, and intercompany transactions.
- Supported budget monitoring and highlighted expense variances for management action.
- Ensured compliance with UAE payroll and End of Service Benefits regulations.
- Assisted with month-end and year-end closings and financial statements.

EDUCATION

Master of Commerce (M. Com), Kerala University, India | 2001 – 2003

Bachelor of Commerce (B. Com), Kerala University, India | 1997 – 2000

CERTIFICATIONS & TRAINING

Certified Manual & Computerized Accounting (CMCA) – In Progress

Advanced Excel

VAT & Corporate Tax

Diploma in Computer Applications

Typing Certification (Higher & Lower)

TECHNICAL SKILLS

ERP: Tally Prime

Tools: Advanced Excel, VAT, Corporate Tax

Soft Skills: Analytical ability, problem-solving, decision-making, confidentiality, teamwork, communication, time management