

John Varughese

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Professional Profile

A middle management professional with **21 years of Accounting and Administrative** experience in which **18 years in U.A.E.** Experienced in Accounts Payable, Receivable, Bank Reconciliation, Intercompany reconciliation, Petty cash, Vat, Trial Balance, Income statement and Balance Sheet. Experienced in Accounting Software Visual Dolphin, SAGE, Peach Tree, Focus, Tally, ERP Accounting, SAP, Quick Books and MS Office **with UAE Driving License.**

Career Highlights

AFAG Fze, SAIF Zone, Sharjah, U.A.E.

Designation: Accountant

From July 2025 -

Job Profile

- Preparation of Journal Voucher, Payment Voucher and Receipt Voucher.
- Management of Petty cash.
- Internal Auditing of Vouchers, Bank Reconciliation.
- Multicurrency Accounting.
- Preparation of Profit & Loss Account and Balance Sheet.

Multilink, Al Maraj, Abdul Latif Mohammed Al Zarooni Contracting, Pan Arabian Ship Chandlers, Sabah

Tech Metal Fze U.A.E.

Worked as an Accountant from September 2017 to November 2024

Designation: Accountant

Job Profile

- Preparation of Journal Voucher, Receipt Voucher and Payment Voucher.
- Vat, Trial Balance, Income Statement and Balance sheet.
- Preparation of PDC Report, Prepaid Payment Schedules, Depreciation of Asset Schedules and posting in system & Petty cash Payment and Cash Entry.
- Internal File Audit, Bank Reconciliation.
- Posting intercompany transactions, verifying suppliers and Clients ledger.
- Posting Sales and Purchases, Payroll.

Media MakDMCC, JLT, Dubai, U.A.E.

Designation: Accountant

Worked as an Accountant with one of the leading Media Company in Free zone from 2nd February 2014 to 30th June 2017

Job Profile:

- Preparation of Receipt Vouchers, Payment Vouchers, Purchases Vouchers, Cash Vouchers, Journal Vouchers and Salary Vouchers.
- Preparation of Profit & Loss Account and Balance Sheet.
- When the Media Booking order receives from Clients, book it in to the system and raise the Client Invoice and sent the Booking Order to Suppliers.
- Preparation of Monthly Sales Report, Purchases Report, Aging Analysis and Cost vs. Sales Report etc.
- Preparation of PDC List, Prepaid Schedules, Depreciation of Asset Schedules for Auditors.
- Sending Statement of Accounts to Clients, Agencies and follow ups for Receivables.

- Preparation of Bank Reconciliation Statement, Suppliers Reconciliation & Management of Cash.
- Make the track record of Companies Contract Renewal, Staffs Visa Renewal.

Jumeira Beach Dental Centre, Jumeirah, Dubai, U.A.E.

Designation: Accountant

Worked as an *Accountant* with one of the leading Clinic in Dubai from 1st October 2011 to 30th November 2013

Job Profile:

- Preparation of Daily Sales Report, Daily Purchases Report.
- Preparation of Staff salary and Doctors Salary/fee.
- Preparation of Journal Vouchers, Bank Payment Vouchers and Cash Vouchers.
- Preparation of Bank reconciliation and Suppliers reconciliation statement.
- Preparation of Vendors payments, Daily sales report and Monthly Cost Report.
- Check the daily Sales (cash, cheques, credit card) from counter on daily basis and deposit to bank.
- Make a track record of Visa renewal, Leave salary to employees and renewal of Rent and other contracts for the company.
- Preparation of PDC list, Pre paid expenses and handling of cash.

Viva Entertainment Fze, JAFZA, Jabel Ali, Dubai, U.A.E.

Designation: Accounts Executive

Worked as an *Accounts Executive* with the one of the Entertainment Middle East Company in Free zone from 1st July 2010 to 28th February 2011.

Job Profile:

- Verifying the sales data in quarterly and yearly basis for auditing.
- Format the data in excel for auditing.
- Stock assessment and maintaining stocks as per the requirement.
- Verifying the stock report.
- Suppliers invoices verifying and passing journal entry.

Actco General Contracting Company L.L.C., Garhoud, Dubai, U.A.E.

Designation: Accountant

Worked as an *Accountant* with the major sub contractor of the government power stations, sub stations, and desalination plants in U.A.E. from 2nd February 2005 to 31st March 2010.

Job Profile:

- Preparation of Purchases Vouchers, Cash Vouchers, Journal Vouchers, Receipt Vouchers, supplier's payments schedules.
- Clearing the debit balances of supplier's ledger.
- Preparation of bank reconciliation statement.
- Handling of Cash.
- Preparation of suppliers reconciliation statement and makes follow ups against disputes.
- Verifying suppliers invoices with LPO and site receipts.
- Make follow ups with site engineers, project managers for the approvals of Invoices.
- Verifying the report of transfer of materials between each project and journal entries.
- Making store allocation to various sites on monthly basis.
- Preparation of monthly Telephone and Electricity bills.
- Preparation of wages and all other duties assigned by Higher Authorities.

Standard Chartered Bank (Direct Sales Team), Mumbai, India

Designation: Accountant

Worked as an **Accountant** with one of the Multinational Bank's Sales team in an Auto Overdraft Division from 1st December 2001 to 15th September 2004.

Job Profile:

- Make track records of different stages of approval of auto over draft applications.
- Maintain the track records of customer's unapproved applications of auto over draft and customer complaints.
- Coordinating with staff and sales executives and Reporting to Area Sales Manager of Standard Chartered auto overdraft Division.
- Management of petty cash and monthly report.
- Arranging training, meeting for sales team and other staff.
- Make arrangement for opening payroll account in bank of all staff.
- Preparation of monthly sales MIS.

Educational Qualifications

Bachelor of Commerce (B.Com) in 1996 from Mahatma Gandhi University, Kerala, India.

Post Graduate Diploma in Computer Application (P.G.D.C.A)

in 2000 from Government of India (SSI).

Training Program

- Attended training program Conducted by Nehru Institute of Construction and Enterprise(NICE) in UAE

Strengths

- Sincere and hard working.
- Excellent in English, Hindi and Malayalam.
- Looking to details.
- Interpersonal skills.

Personal Details

Date of Birth	7 th October 1973.
Religion	Christian, Marthomite
Nationality	Indian
Driving License	Valid U.A.E. Driving License
Visa Status	Employment Visa-Free zone
Visa Validity	up to 19-01-2026
Marital Status	Married
Languages Known	English, Hindi & Malayalam
Hobbies	Playing Piano/Organ, Chess and Caroms

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