**RESUME**

**MILAN THOMAS**

Mobile :09633900635 Email: milanknr999@gmail.com

**CAREER OBJECTIVE**

To emerge as a hard core Professional and prove myself as an important part of the organization by the achievement of given target and to work in challenging project that will utilize my educational background and expand my knowledge.

**WORK EXPERIENCE**

* Working as an Accountant in Lisie Hospital Ernakulam From 26-4-2017
* Worked as an Accounts Officer in Tax Study Centre and Associates Administrative office Ernakulam From 1-2-2016 to 22-4-2016
* Worked as Jr.Accounts Executive in Finance & Accounts Department of Mini Muthoottu Financiers Ltd Corporate office Ernakulam From 22-1-14 to 30-12-2015
* Worked as a Cashier in Hotel Renai Cochin from november2010-April2011
* Done One Month Project in Accounts Department Le-Meriden Ernakulum

**EDUCATION**

* **MBA (FINANCE)** from RVS Institute of Management Studies and Research, Sulur, Coimbatore, TAMILNADU (Bharatiyar University)
* **B.com** from Mary Matha College Manathavady (Kannur University)
* **HSC** from GHSS Manathana
* **SSLC** from IJMHSS Kottiyoor

**COMPUTER SKILLS**

* MS Office
* Tally-ERP

**DUTIES AND RESPOSIBILITIES**

* **Prepration of Profit and Loss Account and Balance Sheet Quarterly and Yearly**
* **GST Report Filling and Follow Up**
* **MIS Reports**
* **Analalisis of credit from the insurance company**
* **TDS Payments**
* **Doctors TDS Deduction**
* **Fund Sourcing**
* **Cash Handling**
* **E-Transfer**
* **Financial Follow Report to Banks**

**PERSONAL DETAILS**

**Languages Known:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Read** | **Write** | **Speak** |
| English |  |  |  |
| Malayalam |  |  |  |
| Hindi |  |  |  |
| Tamil |  |  |  |

**DATE OF BIRTH : 04-08-1985**

 **PERMENANT ADRESS**

 **MANNICHIRA HOUSE**

 **PO. KOTTIYOOR**

 **KANNUR**

 **KERALA – 670571**

 **PRESENT ADRESS**

 **ROOM NO-14**

 **DHARMA LODGE**

 **SH COLLEGE COMPOUND**

 **THEVARA PO**

 **ERNAKULAM**

 **REFERENCE**

1. **Mr Prakash Krishnan 2) Mrs Stephy**

**Senior Manager Chief Accountant**

**Finance &Accounts Tax Study Centre and Associates**

**Mini Muthoottu Financiers Ltd Administrative Office**

**Coporate Office Ernakulam**

**Ernakulam Ph No-9633594462**

**Ph No-9746608871**

 **DECLARATION**

**I hereby declare that the above written particulars are true to the best of my knowledge and belief.**

**Date: 16-01-2018**

**Place: ERNAKULAM** **MILAN THOMAS**