

MAHLATHOMAS



Thrissur, Kerala

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mahlahthomas@gmail.com

Mahlah Thomas (Skype)

ADDITIONAL INFO

- Passport No : R4137539
- Availability : Immediately
- Date Of Birth : 09 May 1994
- Nationality : Indian
- Martial Status : Single
- Female
- Languages Known: English, Hindi & Malayalam.

SKILLS

- Tally ERP 9
- MsOffice and Microsoft operating systems

PROFESSIONAL STRENGTHS

- Having Effective Communications skills and good team leader.
- Sincere and optimistic in nature.
- Ability to take responsibilities
- Positive thinking and Self Confidence
- Easily negotiate with other people.
- Can work effectively in team, as

SUMMARY

To work with an organisation to use my analytical thinking to the best of my ability combined with perseverance so as to contribute to organization's growth and goal as well as to attain my professional goal.

PROFESSIONAL & ACADEMIC QUALIFICATION

- 2016 **CAINTER**
ICAI - The Institute of Chartered Accountants of India
November 2016
- 2016 **Bachelors of Commerce -B.com**
Calicut University
60%
- 2011 **Higher Secondary - Plus Two**
Sacred Heart Convent Girls Higher Secondary School (State Board), Chalakudy
89%
- 2009 **Higher Secondary -SSLC**
Little Flower Convent Higher Secondary School (State Board), Koratty
99%

COMPUTER PROFICIENCY



- Acquaintance with computer programs like Tally, E-TDS
- Working Knowledge of Windows and Internet and familiar with Ms Word, MS Office, and MS—Excel.
- Information Technology Certificate Issued by ICAI

CAREER HIGHLIGHTS

Articleship training

Manikandan & Associates, Chartered Accountants,
Chalakudy, Thrissur.

3 years Articleship training

- Executed in – department detailed analysis of the collected accounting data for various client organizations.
- Scrutinized general ledgers reconciliations, general vouchers, and conducted numerous examinations.
- Synchronized audit activities of various clients within time constrain as well as trained the junior staff.
- Reinforced the strategies to carry out comprehensive audit plans & audited a diverse portfolio.

- Well as Individually, Confident,
● Positive attitude, Hard Working,
Punctuality, Good Listener and
Quick learner.

HOBBIES

Listening music
Garment Designing

PERSONAL ADDRESS

D/O Thomas C.P
Chittissery (H)
Muringoor P.O
ChalakyThirissur,
Kerala, India Pin:
680309

**A selected list of major audit client handled independently during
articleship is as follows:-**

1 Statutory Audit

- BSNL of Ernakulam, Thrissur Branches
- Hedge: Finance, Equities Commodities, and other hedge related companies of all branches In India
- Ahalia: Finance, Builders, Travels, Bureau Information & Management of all branches In India
- Ahalia International Foundation (Trust) and other NPOs, Ahalia Companies Palakkad.

2 Internal, Management & System Audit

- Baby Marine Ventures-Internal Audit
- Manappuram Foundation-Internal Audit

**Worked As Accounts Assistant @ Sunny Silks, Angamaly
(November 2016 to May 2017)**

- Analyze, examined, and interpreted records, compiled financial information, and reconciled reports and financial data.
- Perform process analysis, and communicated recommendations to management.
- Process journal entries and perform corrections to ensure accurate records and perform bank reconciliations.

**Worked As an Accountant @ CTL HealthCare Pvt. Ltd.
Kochi (01/06/2018 to 19/01/2019)**

- Create Monthly budgets and Internal Reports for the company, which are used to make Business Planning Decisions and reviewed with Management.
- Analyzed Profit & Loss, Monthly Expenses, Cost Fluctuations, Closing and journals in conjunction with senior company Leadership and also prepared and analyzed work papers for Income Tax.
- Reconciled and researched Accounts up to finalized Balance Sheet monthly and reviewed work of Junior accountant and approved journal transactions for data entry.

**Currently working as Accounts Executive @ PVS Memorial Hospital
Pvt Ltd, Kaloor Since January 21, 2019**

- Process journal entries and perform corrections to ensure accurate records and perform bank reconciliations.
- Reconciled and researched Accounts up to finalized Balance Sheet monthly and communicated to the management.
- Analyze and involve in Audit procedures and reviewed with auditors and Management.

DECLARATION

I hereby declare that the above-mentioned information is true to best of my knowledge and I bear the responsibility for the correctness of above mentioned particulars.

Mahlah Thomas