

## JOGY THOMAS



### Contact Details

Mobile No : +919747987160  
Alternative No : +918921730627  
Email : jolithomas142@gmail.com  
Kanjirappillil House, Olimkadavu P.O,  
Ponkandam, Palakkad, Kerala-678706

### Personal Details

Date of Birth : 03/06/1992  
Sex : Male  
Nationality : Indian  
Marital Status : Single

### Language Proficiency

English  
Hindi  
Malayalam

### Passport Details

Passport No. : M9715199  
Place of Issue : Thrissur  
Date of Issue : 29/05/2015  
Date of Expiry : 28/05/2025  
Visa status : Visit Visa  
Visa Expiry : 30/08/2019

### Career Objective

To enhance my skills and knowledge in a dynamic and stable workplace and use my skills in the best possible way for achieving the Company's goals.

### Educational Qualification

**M.Com Finance** (MG University) with **72%**

**B. Com Finance** (Calicut University) with **80%**

**Plus Two (Commerce)** with **69%**

**S.S.L.C** with **72%**

### Software skills & Computer Knowledge

- ✓ SAP A1 FI/CO (Finance & Controlling) Training
  - G/L operations
  - Accounts Receivable
  - Banking Procedures
  - Controlling
  - Accounts Payable
  - Asset Management
  - Tax settings
  - Financial Statements
- ✓ SAP B1 Finance and controlling training
- ✓ Tally ERP 9 (Certified by Tally Academy)
- ✓ Peachtree
- ✓ MS Excel
- ✓ Computer Basics

### Strength

Hard working, Sincere, self-motivate, dedicate towards work and friendly attitude to all.

### REFERENCE

Will be provided up on request.

## EXPERIENCE

- 1½- year work experience as **ACCOUNTANT** at **Ahalia Medical Group**, Palakkad, Kerala from 03.08.2017 to 30.01.2019

### Roles & Responsibilities

- Compile the monetary transactions of the organization and make entries in general ledger under the relevant account head.
- Find out discrepancies in accounting entries and correct them.
- Journalizing day to day Transactions.
- Passing Sales and Purchase Entries.
- GSTR-1 monthly workings and return filing
- GSTR-3B workings and return filing
- Prepare E- way bill
- Enter Goods and Service Tax payable entries and Input Tax Credit reversed entries entered in tally.
- Checking and Correcting Goods and Service Tax related entries in tally.
- Timely issuance of C-Forms and other statutory forms.
- Enter TDS related entries in tally.
- Prepare TDS related workings in Small Ahalia companies.
- Maintain file like monthly GSTR return filing copies, sales tax notice related documents.
- Prepared Sales Tax notice workings to SALES TAX DEPARTMENT.
- Assist in the Preparation of monthly profit and loss accounts and balance sheets.
- Passing audit query entries in tally.
- Communicate with manager on work status and client issues that arise.
- Communicate effectively with clients
- Direct internal and external audits to ensure compliance.
  - 6 Months Training experience as **SAP TRAINEE** at **ACCOUNTS AND SERVICE SOCIETY**, ERNAKULAM from 04.07.2016 to 30.12.2016

### Works Handled

- Journalizing day to day transactions using SAP software
- Passing sales and purchase entries using SAP software

- Review the bills, receipts, agreement of processing day to day petty cash payments etc.
- 1-year work experience as **ACCOUNTANT** at BESTONNE GRANITE METALS PRIATE LIMITED COMPANY, PALAKKAD from 22.12.2014 to 22.12.2015

### **Works Handled**

- Compile the monetary transactions of the organization and make entries in general ledger under the relevant account head.
- Journalizing day to day transactions.
- Passing sales and purchase entries.
- Paying day to day petty cash expenses.
- Find out discrepancies in accounting entries and correct them.
- Review the Documents like Bills, Receipts, Goods Receipt Notes, Purchase Orders and Terms and Agreements for processing the payments.
- Responsible maintaining staff payroll in daily and monthly.
- Issuing payments related to staff's salary and creditors payments.
- Communicate effectively with clients.
- Checking creditors and debtors outstanding bills.
- Collecting outstanding cash from related debtors and paying outstanding amount to creditors.
- Communicate with manager on work status and client issues that arise.
- Depositing cash to partners accounts in daily.
- Checking checklist and bank reconciliation.
- Assist in the Preparation of monthly profit and loss accounts and balance sheets.

### **Declaration**

I hereby declare that the above statements are true to the best of my knowledge and belief. Thanks & Best Regards,

**JOGY THOMAS**