

Sino Thomas

Looking Forward To Learn every little things

Cannanore, Kerala

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Looking For Every Possibilities To Learn Something New.

Willing to relocate: Anywhere

Personal Details

Date of Birth: 1991-05-29

Eligible to work in: India

Work Experience

Accountant

Paragon Polymer Products Pvt Ltd - Pune, Maharashtra

October 2019 to Present

- Managing cash and bank transactions
- Reconciliations - Ledgers of Vendors, Customers, Bank etc.
- Regular monitoring and following up of customer orders.
- Monitoring and informing customers about target of month, quarter, annual, scheme etc
- Monitoring daily closing stock, cash balance and bank balance
- Monitoring and managing bill payment overdues of cutomers as well as vendor's
- Planning and placing customer orders
- Maintaining good relationship with customers and vendors
- Sales invoice checking
- Generating Goods Recipient Notes
- Purchasing inward invoices
- Genearating Sales invoice
- Monitoring stock periodically
- Resolving customer doubts regarding products
- Leading and monitoring godown staffs
- Maintaining good relationship with all staffs

Accountant

KAY ENN TRADING - Ernakulam, Kerala

May 2017 to May 2019

Software used: SAP B1

- Cash handling (collection deposit to bank, manages daily expenses, etc..)
- Accounting Purchase and sale entry
- Incoming and outgoing payment entry passing

- Making online transfer through banks.
- KVAT preparation for filing
- GST preparation for filing
- Bank reconciliation
- vendors & customers reconciliation
- Branch Coordination (4 nos) and timely stock transfer
- Pricing of Wholesale and Retail products as part of Management
- Monitoring loans and ensuring timely repayment
- Monitoring stock inward and outward
- Monitoring and giving reports of customer and vendor outstanding to sales reps
- Taking sale orders from customers for wholesale items.
- Calculation of employees salary.
- Stock management (Periodical checking of stock, Reporting about movement of each item, return of damage goods, etc..)
- Returning of Damage goods to vendors by generating Debit notes.
- Generation of E-way bill.

AUDIT TRAINEE

DAFFINY AND ASSOCIATES - Ernakulam, Kerala

July 2016 to January 2017

Chattered Accountants |Vytila, Ernakulam

Software used: Tally ERP9

- Accounting of various companies
- Bank reconciliation
- Reconciliation of vendor accs as well as customers
- Documentation of companies
- KVAT preparation
- GST preparation
- Monitoring loans of companies and ensuring timely repayment
- Appearing in front of sales Tax/GST & Income Tax officers in case of receipt of notices
- Monitoring and advising about the monthly and annual turn over

Accounts Assistant

Best Bakers - Ernakulam, Kerala

December 2014 to August 2015

kadavanthra, Ernakulam

Software used: Tally ERP9

- Generation of Tax invoice
- Taking orders from shops
- Monitoring and managing timely delivery of goods
- Collection deposit to banks
- Incoming and outgoing payment entry passing

Accounts Assistant

Kottayil Agencies - Cannanore, Kerala

March 2014 to October 2014

chemperi, kannur

Software Used: ATEASE®

- Cash handling (collection deposit to bank, manages daily expenses, etc..)
- Accounting Purchase and sale entry
- Incoming and outgoing payment entry passing
- Monitoring and giving reports of customer and vendor outstanding
- Taking sale orders from customers.
- Stock management (Periodical checking of stock, Reporting about movement of each item, return of damage goods, etc..)
- Generation of E-way bill.

Education

Bachelor's degree in Accounting

Kannur University - Cannanore, Kerala

2010 to 2013

Higher Secondary(12th Pass) in Humanities

Kerala Board of Examinations - Cannanore, Kerala

2009

Secondary(10th Pass) in SSLC

Kerala board of education - Pulikurumba, Kannur

2007

Diploma in Indian and Foreign Accounting

G-tech Computer Education

MS OFFICE in Excel,Word, PowerPoint

G-Tech Computer Education - Sreekandapuram, Kannur

Skills / IT Skills

- ACCOUNTING (7 years)
- SAP (4 years)
- Tally (5 years)
- Tax experience (1 year)
- Communication skills (10+ years)
- QuickBooks (Less than 1 year)
- Computer skills (10+ years)
- Microsoft office (10+ years)
- Microsoft Excel (10+ years)
- ERP systems

Languages

- English - Intermediate

- Malayalam - Native
- Hindi - Intermediate
- Tamil - Intermediate

Online Profile

<http://www.facebook.com/sinothomas>

Additional Information

SKILLS

- Paid close attention to accuracy, especially with numbers in accounting tasks such as incoming and outgoing payments, purchase and sale and reports to management
- well Experienced with MS WORD, POWERPOINT, EXCEL, TALLY, ATEASE, SAP softwares
- Worked as a team leader as well as team player, cooperating well with other employees in every job
- As mother tongue excellent in Malayalam good with English, Tamil and Hindi language
- Good communication Skills.