



Akhil Thomas
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OBJECTIVE

To excel in assigned responsibilities and thereby ensure professional & personal growth along with contributing to the goals of the organization.

EDUCATION QUALIFICATIONS

| Year of passing | Qualification | Specialization or Subjects | School / College / University / Institute | Total marks % |
|------------------------|-------------------------|-----------------------------------|---|----------------------|
| 2016 | Graduation | B.COM | Queen Mothers College, Aluva, Mahatma Gandhi University | 50 |
| 2013 | Graduation | BA (PHILOSOPHY) | Indira Gandhi National Open University. | 65 |
| 2010 | HSC / 12 th | HUMANITIES | Holy Child Higher Secondary School, Snehaghiri, Mala. | 70 |
| 2007 | SSLC / 10 th | | Holy Child Higher Secondary School, Snehaghiri, Mala. | 70 |

COMPUTER SKILLS

- Basics : MS Office packages, Internet, Zoho,
- Operating Systems : Windows 98, Windows XP, Windows 7, Windows Vista, Windows 10
- Excellent typing skills.

ADDITIONAL COURSES

- Diploma in Financial Accounting (DFA)

WORK EXPERIENCE

- Worked at MEHAR ENTERPRISES Aluva, Kuttamassery as accounts assistance cum administrator for one year. (08-11-2014 to 17-01-2015)
- Worked at Hotel Diana Heights, Luxury Hotel , Athani, Ernakulam, as Accounts assistant cum data entry operator for two years. (09-02-2015 to 30-11-2016)
- Worked at Cubs Technical Contracting Sharjah, UAE as Administrator for 5 years. (07-03-2017 to 04-09-2021)

AREAS PERFORMED

- Data entry
- Document control
- Accounts
- Basic administration duties

PERSONAL DETAILS

Nationality : Indian
Marital Status : Married
Gender : Male
Date of Birth : 15/12/1990
Languages known : English, Malayalam, Hindi, Tamil

DECLARATION

I, Akhil Thomas, hereby declare that all the details furnished above are true to the best of my knowledge.

Place: Poovathussery, Kerala, India

Date:

AKHIL THOMAS