

CURRICULUM VITAE



TUBIN THOMAS

PADINJAREMUTTAPPILLY HOUSE,
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CAREER OBJECTIVE

Seeking a suitable position in Accounts & Finance with a reputed organization, where my education and experience can contribute to the enrichment of myself and growth of the organization.

EDUCATIONAL QUALIFICATIONS

- **B. Com** (2013-14) **M. G. University**
- **Plus Two** (2010-11) **Board of Kerala**
- **SSLC** (2008-09) **Board of Kerala**

WORK EXPERIENCE

Organization : **THAMARAPPALLY BROTHERS VENEERS AND PANELS PVT. LTD**
Location : Ernakulum – Kerala – India
Position : Accountant
Nature of Work : Computerized Accounting (Tally ERP9)
Period : February – 2019 To On Wards
Reference : Santhosh (HR) (ph.# 9447584186)

Organization : **ROYAL BAJAJ.**
Location : Bajaj Two Wheeler Showroom - Kottayam - Kerala - India
Position : Accountant
Nature of Work : Manual & Computerized Accounting cum Cashier
Period : January - 2016 To September - 2018 (2.9 yrs)
Reference : Suresh (H R) (Ph. # 9446075850)

Organization : **M/s. ACCOUNTS**
Location : Cochin - Kerala - India
Position : Accountant
Nature of Work : Manual & Computerized Accounting
Period : June - 2014 To December – 2015 (1.6 yrs)
Reference : P.V. Paulose (Ph. # 0484 2384 684)

IT SKILLS

- Through working knowledge in computerized environment.
- Systems involving Microsoft Office Packages.
- Accounting packages - Tally ERP 9.

JOB PROFILE

- Compile and analyze financial information and documents to prepare books of accounts and its finalization.
- Maintenance of Day book and Ledgers.
- Maintain cash and accurately record cash transactions.
- Prepare Income Statement and Balance Sheet.
- Preparation of Cash flow and Fund flow statements.
- Preparation of projected and provisional Balance sheets.
- Payroll preparation and accounting.
- Checking time sheets and preparing payroll sheet based on monthly attendance report.
- Preparation of Purchase and Sales registers. Monitoring Payables and Receivables; produce monthly statement of accounts.
- Reconciliation of banks, creditors, debtors and intercompany accounts

PERSONAL INFORMATION

Date of Birth : 23/06/1993
Gender : Male
Nationality : Indian
Marital Status : Single
Religion : Christian
Languages Known : English, Malayalam, Hindi
Passport No. : N2809270
Date of Issue : 17/09/2015
Date of Expiry : 16/09/2025
Place of Issue : Cochin

DECLARATION

The above information provided is correct to the best of my knowledge and belief. I shall be grateful if you provide me the chance to work with you. I shall work to best of my abilities and your expectations.

Place:Peruva

Date:

Tubin Thomas