

# THOMAS TOMY

## ACCOUNTS EXECUTIVE

**Address:** Polayil House, CMC - 27,  
Cherthala P.O, Alappuzha, Kerala,  
India - 688524

**Phone:** +91 9744027975

**E-mail:** thomastomy0016@gmail.com



## OBJECTIVE

---

I am currently looking for a full time position in an environment that offers a greater challenge and increased opportunity. Seeking to leverage my accounting expertise and experience at a reputed company.

## SKILLS

---

- Tally Prime
- M S Word
- M S Excel
- Time Management
- Account Management

## WORKING EXPERIENCE

---

**FEB 2019 - Accounts Executive**

**Current KOSTA SHIPPING LLP** (Multimodal Transportation Company), Ernakulam, India

- Monitoring customer accounts for non-payments and delayed payments.
- Receiving and processing all invoices, expense forms and requests for payment.
- Bank Reconciliation & Managing petty cash.
- Maintain Profitability reports of 50 goods moving vehicles and offering guidance on cost reduction, revenue enhancement and profit maximization.
- Preparing truck drivers bata.
- Billing of Freight, Transportation and Demurrage Invoices.

**DEC 2013 - Accountant**

**JUN 2016** **ORIENTAL FREIGHT LINES** (Freight Forwarding Company), Ernakulam, India

- Preparing monthly payroll, purchase and sales invoices, and Bank Reconciliation.
- Receiving and processing all invoices, expense forms and requests for payment.
- Preparing cheques for payments.
- Monitoring customer accounts for non-payments and delayed payments.
- Management of petty cash.

## EDUCATIONAL QUALIFICATION

---

**2016 - 2018** **Master of Commerce: Finance and Accounting**

*N S S College, Cherthala – Alappuzha, Kerala*

**2009 - 2012** **Bachelor of Commerce: Computer Application**

*Naipunnya School of Management, Cherthala- Alappuzha, Kerala*

**2007 - 2009** **Plus Two**

*Holy Family Higher Secondary School, Cherthala-Alappuzha, Kerala*

## ADDITIONAL INFORMATION

---

Date of Birth : 04/04/1991

Sex : Male

Nationality : India

Marital Status : Single

Passport No: P4054473

## LANGUAGES

---

Malayalam

English

## CERTIFICATIONS

---

**October 2013** Diploma in Computerised Financial Management

## INTERESTS

---

Travelling

Listening Music

Playing Cricket