

**ABRAHAM TOM THALODY**

**Email :- abrahamthalody@gmail.com**



**Mobile number :- 8129937839**

Available to join immediately

**CAREER OBJECTIVE:**

To obtain a respectable position in your organization which will enable me provides opportunity to use my talents, creativity and ability to the maximum and contribute to the growth of the organization as well as myself.

**Excel Tourism December 2021 to February 2022 Accountant**

- Preparing general entries in daily basis
- Checking service entries and bills
- Issue receipts and invoices
- Handling petty cash
- Tracking all the cash and credit transactions
- Assist receptionist with coordination

**NMC MEDICAL CENTRE ( Sharjah ) June 2016 to July 2021 Cashier**

- Cash handling
- oversight to staff in receiving , preparing and posting the receipts
- Ensure accuracy of positing the receipt
- Ensure the accuracy of insurance amount and payments
- Assist reception with patient booking and coordination
- Checking all the cash amounts in end of each duties of the cashier
- Tracking of all cash and credit transactions
- Training all the cashiers about new packages and policies
- Ensure good knowledge of package for the cashiers and giving advice and cross checking the amount on daily basis
- Preparing the bank deposits
- Helping the accountant for the daily cash flow reports
- Check the cash counters are neat and clean

## **DIGICOMP COMPLETE SOLUTIONS LTD October 2010 to March 2013 Accounts**

### **assistant**

- Preparing all general accounting entries on daily basis
- Checking the purchase and sales of the company
- Issuing receipts and invoices
- Preparing financial statements
- Preparing sales tax and service taxes
- Recording and filing cash transactions
- Filing sales and purchase bills
- Handling petty cash
- Ensure payment for the credit purchase on time with the management
- Ensure receiving payment for the credit sales on time
- Preparing for the bank transactions either in cash or at cheque
- Reconcile the bank statement in a daily basis

## **SEBASTIAN AND PAULOSE CHARTERED ACCOUNTANT September 2009 to September 2010**

### **Accounts Assistant**

- Entering the accounts entries
- Dealing petty cash
- Reconcile the accounts of the clients using their bills , vouchers etc
- Ensure the accuracy of clients accounts
- Bank reconciliation
- Preparing bank transactions either in cash ,cheque , credit and debit cards

### **Education :-**

- MBA :-Finance and Marketing

### **Languages :-**

- English, Hindi, Malayalam, Tamil

### **Computer skills**

- Tally ERP 9
- Quick books
- E clinic
- Medas
- MS Office

Place :-Kottayam

Date :-

Abraham Tom Thalody