

MEENU THOMAS

PAREKKATTIL HOUSE

NADUVATTOM P O

MUNDANGAMATTOM KALADY

PIN: 683574

ERNAKULAM DISTRICT

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CAREER OBJECTIVE

To be associated with a progressive organization that gives scope to apply my knowledge and skills and to be part of a team that dynamically works towards the growth of the organization in short period.

PROFESSIONAL EXPERIENCE

Accountant

2018-Present

Software-Wings

4 year experience as an accountant in **Administrative Office of Pittappillil Agencies, Perumbavoor.**

PITTAPPILLIL AGENCIES- Kerala's largest electronic retail chain shops. One of the most trusted and popular household brands of Kerala over 33 year of services.

- ❖ Role of working as Accountant and Admin Team member.
- ❖ Working in mobile and accessories department as a purchaser and inventory management.

KEY RESPONSIBILITIES

- Daily monitoring cash book, Credit card and Debit card transaction, Finance details, Bank cheque, Inventory transaction, expense report and sales reports. Checking each entries, making correction entries if case of wrong entries.
- Daily reconciliations of bank transactions with concerned journal entries.
- Posting of branch expenses and petty expenses made.
- Reconciling company statement.

- Monthly salary working
- Managed incentives and Posting of incentive payout entries.
- Tally of all ledger accounts which handles
- Documenting financial transactions, reviewing to resolve any discrepancies and irregularities
- Cooperating with auditors in preparing audit reports
- Book keeping and filing all paper documents.

- Lead in group assignments
- Alternate works outside department works
- Clarifying and clearing work related doubts of co-workers.
- Supporting to branches
- Posting purchase entries

- Monitoring branch work.

ACCOMPLISHMENT

Promoted to Mobile and Accessories department.

RESPONSIBILITIES OF MOBILE DEPARTMENT

- Daily monitoring sales.
- Purchasing Mobiles, Laps and Accessories.
- Setting Target and update Achievement report.
- Provide incentive structure to the staff.
- Supporting managers and promoters.
- Announcing Prices and Offers of the product.
- Managing inventories.
- Stock reordering.
- Conducting online meeting.

COMPUTER KNOWLEDGE

- Wings.
- Tally.
- M.S Office (Excel, Word, Power Point).

EDUCATION QUALIFICATION			
Course	Institute	Board/University	Year
M.com Finance	Nirmal jothy college,Perumbavoor	MG University	Pursuing
B.Com With Computer Application	Marthoma College,Perumbavoor	MG University	2015-2018
Professional Diploma In Computerised Financial Accounting	Infocom Academy	Kerala State Rutronics	2018
Plus Two	Gov Higher Secondary School Aimury	Board Of Higher Secondary	2013-2015
SSLC	Gov Higher Secondary School Aimury	Board Of Public Examination	2013

PROJECT

A study on savings and investment behavior of rural and urban investors

PERSONAL DETAILS

Date of Birth : 14-5-1998
 Gender : Female
 Marital Status : Married
 Husband Name : Prameesh Paul
 Nationality : Indian
 Religion & Caste : Christian Roman Catholic

DECLARATION

I hereby declare that the information above is true and correct to the best of my knowledge and belief

Place: Kalady

Your faithfully

Date: 30-11-2022

Meenu Thomas

