



MEENU THOMAS

PAREKKATTIL HOUSE NADUVATTOM P O MUNDANGAMATTOM
KALADY PIN: 683574 ERNAKULAM DISTRICT
8606744850, 8547183194 | meenuthomas1113@gmail.com

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.

Experience

- **Administrative Office of Pittappillil Agencies** 01-11-2018 - 31-12-2022
Accountant
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.

Education

- **MG University** Pursuing
M.com Finance
- **MG University** 2015-2018

B.Com With Computer Application

- **Kerala State Rutronics** 2018-2018
Professional Diploma In Computerised Financial Accounting
- **Board Of Higher Secondary** 2013-2015
Plus Two
- **Board Of Public Examination** 2013
SSLC

Projects

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

Computer Knowledge

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

Declaration

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

Your faithfull
Meenu Thomas

Place: Kalady
Date: