

ABIN THOMAS

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Plamparambil House, Mullaringadu
P. O, Mullaringadu Thodupuzha,
Idukki, Kerala -685607



OBJECTIVE

Seeking the position of an accountant at a top firm to assist with finance, general ledger, tax accounting, legal financial documents, and intracompany accounting. Takes more than 4.5 years of experience in the field to ensure the highest quality work and accuracy every time.

EXPERIENCE

15/03/2023
- Still
Working

Accountant (General Accounts Department)

Pavizham Healthier Diet Pvt Ltd
Manufacturing & Trading Company

Duties and Responsibilities

- Internal Auditing

19/02/2018
-
19/02/2023

Accountant Cum Cashier

Rajasthan Marbles, Kolenchery
Rajasthan Marbles South India's No1 retail branded tile showroom Kolenchery, Kerala.

Duties & Responsibilities

- Verifying and allocating posting and reconcile accounts payables and receivables.
- Processed payments and documents such as invoice, journal vouchers.
- Preparing of daily sales report.
- Prepare and submit CD reports to Store Head and collection agent.
- Assist in banking procedures.
- Responsible for printing payment vouchers.
- Proper filling and maintenance of documents.
- Talling cash and prepare daily statement.
- Reconciled cash drawer at start and end of each day, accounting for errors and resolving discrepancies.
- Processing of Invoice and purchase orders and ensure the accuracy of Invoice.
- Assist in calculation of tax preparation and reuturn filling.
- Perform other duties assigned by management from time to time.

01/06/2017
-
31/12/2017

Trainee Sales Executive

Joyalukkas Group -Jolly Skills Angamaly, Kerala
Joyalukkas group is a multi-billion dollar conglomerate that was various business interest, including fashion & silks and malls. located across the globe.

EDUCATION

2021

M. Com International Business Operations

Indira Gandhi National Open University
Second Class

SKILLS

- Analytical and Numerical
- Problem solving and Decision making
- Organizational and Time management
- Interpersonal and Communication
- Dedicated and Flexible

ACTIVITIES

- National Service Scheme (N. S. S) Member College Level.

LANGUAGES

- English
- Malayalam
- Hindi
- Tamil

PERSONAL DETAILS

- Date of Birth : 29/09/1996
- Marital Status : Single
- Nationality : Indian
- Religion : Christian
- Passport : U6391576 (Valid still 19/01/2030)
- Gender : Male

CERTIFICATION

- **Accounts Executive (NSDC Level -5)**
Tally ERP, Tally Prime
(National Skill Development Corporation India)
- **Tally ERP. 9**
Computer Park Thodupuzha

SOFTWARE

- Tally Prime, Tally ERP. 9
- Invaccs Premier (ERP. Software)
- Real Soft (Accounting Software)
- MS Office
- QuickBooks