

# Jack k Thomas



## Contact

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## Personal Information

Gender : Male

Nationality : Indian

Date of Birth : 19/09/1986

Marital status : Married

Passport No. : U0697322

## Languages

English  
Hindi  
Malayalam  
Tamil

## Objective

To work in an environment where my expertise and experience could be fully utilized for the benefit of the organization and develop my efficiency at optimum cost to explore and implement better means and ways to achieve the organizational goals and objectives.

## Skill Highlights

- 12years proven experience in Accounting.
- 9 years and 5 months working experience with Tally ERP 9.
- 6 monthsworking experience in Profit ACC Software.
- 1yearand 1 month experience in SAP.
- Well versed in Computerized Accounting up to Finalization.
- Having advanced knowledge and experience in MS Office.
- Ability to learn new applications rapidly.
- Proactive, Hard Working, and Pleasing Mannered.
- Easily adaptable to any circumstances.
- Good communication skill.

## Experiences

- Accountant - Siraj International Aluminum and Glass L.L.C, Dubai- U.A.E. Since May 2014 to 2023
- Accountant– M.M.Joseph & Co. Chartered Accounts, Kerala 2013 to 2014
- Operational Junior Assistant– MRF LTD Pune2012to 2013
- Accountant –Prathiba Solutions –Kottayam -2009 to2010

## Educational Qualifications

- M.Com in Finance Stream from Mahatma Gandhi University, Kerala-India in 2012
- B. Com in Cost Accounting from Mahatma Gandhi University, Kerala - India in 2009

## Professional / Additional Assets

- Diploma In Indian and Foreign Accounting (DIFA)
- Peachtree
- Dacey

## Area of Experience

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- Strong knowledge in VAT return filing and payments of vat as per the Federal Tax Authority requirements.
- Daily monitoring and updating of cashflows and fundflows.
- Monitoring and maintaining of accounts and recording of daily transactions to generate financial reports.
- Employees payroll processing and coordination with the payroll agency as per WPS requirements of the UAE.
- Preparation of Bank Reconciliation Statement.
- Preparation of annual leave and gratuity settlement of employees.
- Handling of accounts payable – managing of invoices/bills to ensure it is in accordance with the terms of the contract and properly documented to get approval from the concerned authority.
- Establish credit terms with suppliers and customers.
- Preparation of payments in accordance with Company's terms and conditions.
- Maintaining adequate control over petty cash.
- Evaluation of System Stock And Manual Stock.
- Preparation of LPO, Quotation, Enquiry, Memos, etc.
- Handling of accounts receivable – invoice preparation, follow up, monitoring and reporting to the Management.
- Preparation, Posting and Allocation of receipt vouchers.
- Keeping of documentary evidence for all the transactions.
- Managing of cash and cheque deposits to the bank and monitoring the status of deposits properly.
- Regular check of PDC to ensure timely deposit.
- Preparation of Bank Reconciliation Statement.
- Managing and setting up of bank facilities like, Overdraft, LC, Bank Guarantees, etc.
- Maintaining of Employees' Personal Records.
- Providing assistance to the administration department in the day to day activities of the business.

### Declaration

I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

**Jack K Thomas**

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