



AKHILA THOMAS

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CAREER OBJECTIVE

Sharp driven Finance Executive with 2 years of proven experience in international finance and business operations. Enthusiastic in approaching organization wide challenges and excellent cross- functional management skills including working across multiple departments

EXPERIENCE

ALLIANZ GLOBAL CORPORATE SERVICES INDIA.

(2018 Jan 2020 Jan)

ACCOUNTANT

- Cash Application and Auditing
- VAT Filing
- Preparation of Voucher
- Process lead in Account Receivables.
- Issuing Quotations and LPO
- Delivery of output on a 24 hrs SLA.
- Preparation of Vouchers and documents for application of cash on a daily basis.
- Work with clients in North America for timely allocation of funds received.
- Preparation of financial statements and book of accounts
- Management of Discrepancies and Reconciliations
- Maintains customer confidence and protects operations by keeping financial information confidential
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Prepares payments by verifying documentation, and requesting disbursements
- Guides accounting clerical staff by coordinating activities and answering questions
- Substantiates financial transactions by auditing documents.
- Recommends financial actions by analyzing accounting options.
- Provides financial information to management by researching and analyzing accounting data; preparing reports.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.

ACADEMIC QUALIFICATION

- **MBA Finance** – MG University
- **B.Com Finance**- MG University
- **Plus Two Commerce**
- **SSLC**

TECHNICAL SKILLS

- Microsoft Excel
- Microsoft Word
- Power Point
- Tally ERP 9
- NWPA Software
- Global Genius Software

CERTIFICATES

1. Certificate Of Completion for Being An Effective Team Member
 2. Certificate for Completion of Communicating With Empathy
 3. Certificate for Completion of Developing Your Emotional Intelligence
 4. Certificate for Completion of Excel For Corporate Finance Professionals
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PERSONAL STRENGTHS

- Ethical Approach
- Quick learner
- Strong communication skills
- Superior attention to detail
- Decision making
- Time Management

PERSONAL PROFILE

- Date of Birth : 1st Nov 1995
- Marital Status : Single
- Nationality : Indian
- Known Languages : English, Hindi, Malayalam
- Hobby : Driving, Cooking
- Visa Status :Visiting (Feb 1 to April 10)
- Passport No :T8892494

DECLARATION

I hereby declare that foregoing information are true and correct to the best of my knowledge & belief and I have not concealed any information which might affect my suitability of this job.

AKHILA THOMAS