



CINTA THOMAS

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Objective

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

Work Experience

- **SALES REPRESENTATIVE / Kuthottungal Enterprises, Thrissur** -
11/10/2020 to 02/09/2021
- Coordinating sales efforts with marketing programs. -
- Preparing weekly and monthly reports. -
- Understanding and promoting company programs. -
- Answering client questions about credit terms, products, prices and availability. -
- Giving sales presentation to a range of prospective clients. -
- Maintaining client records. -
- **ACCOUNTANT CUM AUDIT ASSISTANT / Apream Antony and company, Thrissur, Kerala** -
07/05/2019 to 29/08/2020
- Created detailed financial reports based on financial statuses and data. -
- Experience in GST. -
- Preparing Tax Returns. -
- Assessed financial statements and tasks. -
- Developed monthly, quarterly and manual profit and loss statements and balance sheet. -
- Monitoring spending and budgets. -
- Keeping account books and systems up to date. -

- **CALL CENTER EXECUTIVE / Pinnacle Nissan, Thrissur, Kerala**
04/03/2018 to 09/04/2019 -
- Answer incoming calls and respond to customers e-mails. -
- Provide product and service information to customers. -
- Process orders, forms and applications. -
- Follow up customer calls where necessary. -
- Complete call logs and reports. -
- Recognize, document and alert the management team of trends in customer calls. -

Academic Profile

- **Diploma In Computerized Financial Management (DCFM)**
CDIT Gov.Of Kerala 2018
- **Bachelor Of Commerce, Finance**
Calicut University, Kerala 2015-2018
- **Plus Two**
Higher Secondary Examination Board 2015
- **S.S.L.C**
Kerala Public Examination Board 2013

Major Strength

- MS Office (MS word, MS excel, MS Powerpoint, MS outlook)
- Tally - ERP9 GST
- Time Management

Skills

- Confident, Optimistic and Self-motivated
- Proven ability to encourage and participate in teamwork
- Ability to work under stressful environment
- Determined, good grasping power, strong analytical aptitude, highly creative and inquisitive

- Decision making ability, potential to work independently, good interpersonal and organization skills
- Flexible and open to change
- Good Communication- written and oral skills
- Problem Solving and analytical skills

Languages

- English
- Malayalam
- Tamil

Personal Details

- Date of Birth : 30/11/1997
- Marital Status : Single
- Nationality : Indian
- Gender : Female
- Religion : Christianity
- Passport Number : V4094929
- Visa Status : Visit Visa, valid until 17/02/2022

Declaration

- I hereby declared that the above informations is true and correct to the best of my knowledge and beliefs.

Cinta Thomas