

CURRICULUM VITAE



NIBIN THOMAS
NAYATHODAN HOUSE
ALANGAD P.O, KUNNEL
PIN 683511
MOB: 8129873893
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OBJECTIVE:

To achieve a challenging career in a well established industry/organization where I can utilize the acquired knowledge, skills put in to practice, learn new things, meet and mingle with people of high caliber and thus become a successful professional.

EDUCATIONAL QUALIFICATION:

Examination	Discipline/ Specialization	School/College	Board/University	Year	%
B Com	Taxation	Q.M.C Aluva	M G University	2015	69%
Plus Two	Commerce	Govt.H.S.S Kongorpilly	Board of Higher Secondary Examinations	2012	72%
S.S.L.C.	S.S.L.C.	L.F.H.S Panayikulam	Board of Public Examinations, Kerala	2010	74%

COMPUTER SKILLS:

- Tally 9
- MS Excel

PERSONAL PROFILE:

PROFESSIONAL EXPERIENCE – I

Presently working as an **Branch Accountant** with **BRD CAR WORLD LTD** (Authorized dealers in Maruti Cars), **Paravur**, from **July 2015**

Job Profile:

- Maintaining Daily Cash book
- Checking & Verification of vouchers, bills and other documents
- Preparation of payments to Parties
- Online Payment Processing
- Processing Salary, Incentive and OT of Employees.
- Purchase and Sale Accounting
- Reconciliations
- Monitoring Income And Expense
- Supporting Internal Departments.
- Reporting to Management About Financial Status
- Preparing Reports and Coordinating with Internal & External Auditors
- Preparation of debtors' statements on daily basis
- Preparing Branch performance report
- Finalization of Accounts

Name	: Nibin Thomas
Father's Name	: Thomas N.V
Date of Birth	: 07/12/1994
Sex	: Male
Marital Status	: Single
Nationality	: Indian
Language Proficiency	: English, Malayalam
Communication Address	: Nayathodan House Alangad P.O, Kunnal Pin: 683511
Mob. No	: +91 8129873893
E-mail Id	: nibinthomas077@gmail.com

DECLARATION

I hereby, solemnly declare that all the statements made in the above are true and correct to the best of my knowledge and belief.

Place: Aluva

NIBIN THOMAS

Date: