

**NITHIN THOMAS**

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Seeking assignments with an esteemed organization that offers highly engaging and supportive work environments, in the field of Office Administration / Commercial Operations / Finance Management / Marketing, which demands the best of my professional ability, in terms of technical and analytical skills and provides opportunity to improve my skills and knowledge, to grow along with the organizational objective.

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| **PROFILE SUMMERY** |

* A result oriented enterprising Business Administration professional with over **4 years** of experience in end-to-end management of small and medium size projects, who is willing to explore, innovate and learn in the competitive scenario.
* Expertise in:

**- Finance - Management - Operations**

**- Office Administration - Report generations - Accounting**

* Expertise in managing overall planning, monitoring, controlling, resource administration, delivery coordination and management and maintenance of records of the company.
* Proven ability to encourage, develop and participate in teamwork. Ability to deal with people diplomatically, hard worker, leadership qualities.
* Comprehensive problem-solving abilities with great time management.
* Excellent verbal and written communication skills, fluent in English, Hindi, Malayalam.
* Determined, good grasping power, strong analytical aptitude, highly creative and inquisitive.
* Decision making ability, ability to work independently, good interpersonal and organizational skills.
* Excellent multi - tasking skills, Quick learner of new software applications, Excellent presentation skills, Confident, Optimistic and Self-Motivated.
* Manage the office administration and filing of documents. Handling any transactions, Management and Employee information with the up-most sensitivity and coordinate for necessary storage or sending of this information in a confidential, secure and timely manner.

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| **PROFESSIONAL EXPERIENCE**  |

1. **Accountant and Salesman Farees Mohamed Al-Terary Industrial Equipments.**

From 01/02/2020 to 11/11/2020 in Riyadh , Saudi Arabia

**Responsibilities held:**

* Maintaining company records
* Preparation of daily expenses sheet
* Preparing of bills and invoices
* Delivering of Product to customers.
* Claiming orders from customers
1. **Receivables and Payables Manager, Frontline Logistics BEO, Kerala, India.**

From 21/1/2019 to 15/11/2019 in Kerala, India

**Responsibilities held:**

* Maintaining aging report
* Regular follow up
* Coordination of collecting from customers
* Calling customers
* Good inter action with the customer

1. **Accounts and Administration, AL SAHA KITCHEN APPLIANCE MANUF. LLC**

From 28/05/2016 to 29/11/2018 in Sharjah, UAE

**Responsibilities held**

* Maintaining company records
* Preparation of daily expenses sheet
* Coordinating the works
* Receiving complaints from clients and arrangement of resolution
* Preparing of bills and invoices
1. **Accountant and Staff, G-TEC COMPUTER EDUCATION**

From 15/05/2015 to 06/04/2016 in Kerala, India

**Responsibilities held**

* Maintaining all documents
* Teaching students
* Preparing daily accounts
* Preparing of bills and invoices
1. **Junior Accountant, PENUEL INTERNATIONAL**

From 1st May 2014 – 30 April 2015 in Kerala, India

**Responsibilities held**

* Preparing all day to day income and expenses sheets
* Stock management and maintaining of records
* Preparing of bills and invoices

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| **EDUCATIONAL CREDENTIALS**  |

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| COURSE | INSTITUTE | UNIVERSITY | YEAR |
| **M.B.A**  **FINANCE and HR** | CMS Institute of Management Studies, Coimbatore, India | BHARATHIAR UNIVERSITY, India<http://www.b-u.ac.in/> | 2014 |
| **B.COM** **(COMPUTER APPLICATION)** | Bishop Abraham Memorial (BAM) College, Thuruthicadu, India  | Mahatma Gandhi University, Kottayam, India. <https://www.mgu.ac.in/>  | 2012 |
| **DIFA** (Diploma in Indian and Foreign Accounting)  | G-TEC Computer Education | UG Diploma  | 2015 |

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| **COMPUTER SKILLS**  |
| Operating System | : | Windows |
| Office automation | : | Proficient in Microsoft Office Suite  |
| Accounting  | : | **TALLY & SAP**  |
| Others | : | Web designing and animation  |

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| **PERSONAL DETAILS**  |

Date of Birth : 19 November 1990

 Sex : Male

Marital Status : Single

Nationality : Indian

Languages known : English, Malayalam, Hindi & Tamil

 Hobbies : Travelling, reading, music

 Passport # : V1844133