CURRICULUM VITAE

Name: Amal Tom Varghese
E-mail:amal.tom.310@gmail.com   **Mobile No**+91 8714145547

Objective:

To work in a challenging and fast paced environment, leveraging my current knowledge, with many learning opportunities. I have good communication and interpersonal skills and ability to work well in a team.

Educational Qualification:

Degree	School / College	Board/University	Year	Percentage
S.S.L.C	St. Ephrems High School	Board of public examination kerala	2009	65%
H.S.C	VHSE Ponkunnam(Science)	Board OF Higher Secondary Examination kerala	2011	47%
B.Com	St.Antonys College Kanjirappally	Mahatma Gandhi University	2014	50%

Working experience:

Sujith & Associates (Kottayam)- As Accountant
(18/01/2016 to 30/04/2017)

- Responsible for maintaining the accounts receivable aging for certain customers
- Receiving incoming customer payments, entering cash receipts and completing bank deposits
- Reconciling financial statements, Report on the status of accounts payable and receivable

Sharon Body &Spare Parts(Kottayam) As Accountant Executive
02/05/2017 till date

- Communicating with customers (verbally, via email, letter or fax) to reconcile customer accounts. Communications will involve requesting past due payments and clarifying charge-backs, deductions, and allowances
- Accounting Clerical duties such as filing, making collections phone calls and sending out past due correspondence
- Manage obligations to suppliers, customers and third-party vendors

Computer Skills:	
Tools:	Tally ERP9,MS Office, MS Excel 2016

Personal Information:	
Father's Name:	P.V. Varghese
Date of Birth:	03/10/1994
Gender:	Male
Permanent Address:	Anjilickal House ,Ponkunnam P.O., Pattupara, Pin Code;686506
Languages:	English, Hindi, Malayalam
Nationality:	Indian
Marital Status:	Single

Hobbies:	
	Reading, Painting, Trekking and Listening to music

Declaration:
I hereby declare that the above mentioned information is true to the best of my knowledge.

Date: **Signature**

Place: Ponkunnam   **(Amal Tom)**