



## CURRICULUM VITAE

**Abin Thomas**

**Mob: +971 505447693**

**Email : abinthomas1555@gmail.com**

*Holder of Master Degree in Commerce and having more than **Seven years of experience** in the field of General Accounting. Now looks to make a continuous and significant contribution for an organization that needs a multi-skilled, multi-tasking accounting professional within a team working environment.*

### PERSONAL INFORMATION

*Gender : Male*

*DOB : 28<sup>th</sup> July 1988*

*Nationality : Indian*

*Religion : Christian*

*Marital Status : Married*

*Passport No : K2264694*

*Date of Issue: 11<sup>th</sup> July 2012*

*Date of Expiry: 10<sup>th</sup> July 2022*

*Visa Status : Visit Visa*

*Availability to Join:  
Immediately*

*Languages known: English,  
Malayalam*

### WORK EXPERIENCE

- 18<sup>th</sup> Aug 2020 – 31<sup>st</sup> Aug 2021 : Accountant  
**Employer :** Best Roof, Mundankal, Palai, Kottayam, Kerala, India
- 05<sup>th</sup> Nov 2017 – 05<sup>th</sup> August 2020 : Assistant Accountant  
**Employer :** Al Danube Building Materials Trd.Co. LLC, Dubai, UAE
- 13<sup>th</sup> Sept 2014 – 31<sup>st</sup> July 2017: Accountant  
**Employer :** Fresh & More Supermarket LLC. Abu Dhabi, UAE
- 20<sup>th</sup> July 2013 – 31<sup>st</sup> May 2014 : Accountant  
**Employer :** Mamparampil Intermix Pvt. Ltd Pizhaku, Palai, Kerala, India
- 01<sup>st</sup> June 2012 - 15<sup>th</sup> July 2013 : Audit Assistant  
**Employer :** Chester & Cyrjo (Chartered Accountants). Ernakulum, Kerala, India

### JOB PROFILE

- All kinds of Bank & Cash Transactions
- Reconciliation of Bank accounts and branch balances.
- Maintaining Purchase & Sales including Stock Register.
- Control over all Accounting and Financial matters.
- Handling and maintaining Accounts up to Finalization
- Preparation of year ending Schedules and Accounts for Audit.

## COMPUTER KNOWLEDGE

- *Advanced knowledge in Accounting package*
  - **Tally ERP 9**
  - **OrionJ11 ERP**
- *Advanced Knowledge in **MS Excel** and other **MS** office applications*

## XTRA CURRICULAR ACTIVITIES

- *Managing people and events*
- *Active member in National Service Scheme in **B V M Holy Cross** college, Cherpumkal*

- Preparation of Fixed Assets/Depreciation schedules
- Logistics Management(Import Purchase)
- E-Filing of all Regulatory returns

## PERSONAL TRAITS AND STRENGTH

- **To strive to be the best in all aspects of life, both professional & personal.**
- **To achieve the goals through patience, consistency hard work & honesty.**
- **To apply & integrate the knowledge and skills learned.**
- **Effective communication**
- **Ability to innovate and learn new things**
- **Sense of responsibility**
- **Dedication and determination**

## EDUCATION

Course	Name Of College/School	Name Of Board / University	Pass Out Year	% Of Mark
M.Com	Mar Augusthinose College Ramapuram	MG. University Kottayam	2012	64 %
B.Com with Computer Application	BVM Holy Cross College Cherpumkal	MG. University Kottayam	2010	73 %
Plus Two (Commerce)	St. Augustine's HSS Ramapuram	Kerala Higher Secondary Education Board	2007	74 %
S.S.L.C	St. Augustine's HSS Ramapuram	Board of Public Examination, Kerala State	2004	55 %

## DECLARATION

All the information stated above are genuine and updated to the best of my knowledge and understanding and could be supported with credentials for your perception and understanding.

**Place : Abu Dhabi.**  
**Date :**

**Abin Thomas**