



# JINO THOMAS

Accountant



+0507946231



jinothoma@gmail.com

## WORK EXPERIENCE

4 years

## AGE

32

## ABOUT ME

I have considerable experience in the Accounting system and have 4 Years experience for accounting field and. I am keen on learning things faster and have strong communication skill. I have strong computer efficiency as well and quite proficient in Microsoft Word, Microsoft Excel, Microsoft PowerPoint presentation, Tally ERP 9, Quick books, Peachtree.



## Education

### SSLC

Govt School  
Thiruvananthapuram Kerala  
Chengannur, Kerala

Graduated, April 2004  
Marks 38 %

### H.S.C (12th), 2 Years

Govt School  
Thiruvananthapuram Kerala  
Chengannur, Kerala

Graduated, April 2006  
Marks 63 %

### Bachelor of Commerce, 3 Years

M.G University  
Chengannur,  
Kerala

Graduated, April 2012  
Marks 48 %



## Work Experience




November 2012 - October 2014

### Accountant

Kosamattam Finance  
Chengannur, Kerala

- Foreign currency Exchange.
- Deposit Schemes.
- Gold Loan.
- Preparing the weekly, Monthly and yearly report of P/L

 November 2014 - October 2015


**Accountant**

Metro Fair &

Handlooms

Chengannur, Kerala

- Create Reports and prepare tax returns. Assess
- Financial Operations.

 November 2015 - November 2017


**Cashier**

Centre Point

Abha, Saudi

Arabia Saudi

Arabia


 February 2018 - 2019

**Accountant**

Heal Foundation Private Limited

Noida, Delhi.

- Preparing and accurate filing all vouchers documents and petty cash details.
- Preparing and managing all payments, checking them with local Purchase order/foreign purchase order.
- Entering and maintaining financial data in the software
- Preparing and filing Bank Reconciliation statements, journal vouchers and other work of assigned Making creditors
- o/s statement and periodically making an available payable report to F and A Manager

 November 2019 - Current

**Accountant**

**Dew Drops Air Conditioning LLC**

- Presently working as Accountant in Dubai Al Quoz

- Preparing Sales invoice & the upkeep of an Accurate filling System
- Debit & Credit Reconciliation
- Knowledge of Accounts Payable & Receivable processes and payroll
- Handling the Petty cash daily bases & update in Tally
- Doing VAT filling in every 3month Quarterly bases
- Communicated with customers daily Email & Phones
- Preparing the Quotation in systemic manner & sending to client
- Preparing Invoice & Delivery note crating in Tally



Good communication skills in Arabic and English,

- Professional working knowledge of Microsoft Office applications, principally Excel and Word,
- Good analytical skills,
- Control awareness,
- knowledge in the implementation of policies & procedures,
- Understanding of International Accounting Standards,
- Financial analysis and planning skills,
- Report writing and presentation skills
- Technical thinking and problem solving skills



## Computer Proficiency

### Operating Systems

- Microsoft Windows 7 ●●●●
- Microsoft Windows ●●●●
- 8.1 Microsoft ●●●●
- Windows xp ●●●●
- Computer Hardware

### Software

- Tally ●●●●
- Ms Office ●●●●
- Peachtree ●●●●
- Quick Books ●●●●



## Languages

- Malayala ●●●●
- m Hindi ●●●●
- English ●●●●
- Tamil ●●●●
- Arabic ●●●●



## Personal Interests

- Community Involvement Blogging
- Traveling
- Cooking



## Personal Details

Father's Name: Mr. Thomas  
Kurian Birthday: May 31, 1988  
Gender: Male

Marital Status: Single  
Nationality: India  
Passport No. T 4686220, Expires 03/14/29

**Address:** Kandathil Thundiil  
House  
Thiruvannamoor PO  
Aleppey - 689109,  
Kerala

### Declaration

I, Jino Thomas, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

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Jino Thomas

31-12-2020

