



KRIPA THOMAS

EMAIL : Kripathomas2@gmail.com

Address : ALI RASHID BUILDING
AJMAN ,RASHIDIYA - 1

PHONE: +971556807349

EDUCATION :

MASTER OF COMMERCE

MARTHOMA COLLEGE CHUNGATHARA,
UNIVERSITY OF CALICUT, KERALA, INDIA,
(With an aggregate of 70%)

TECHNICAL SKILLS :

MS OFFICE (excel, word,
PowerPoint) Tally ERP 9

PERSONAL INFORMATION :

DOB : 01/02/1991
GENDER : FEMALE
MARITAL STATUS : MARRIED
NATIONALITY : INDIAN
VISA STATUS : HUSBAND VISA
PASSPORT NO : U8228483

LANGUAGES KNOWN :

- ENGLISH
- MALAYALAM
- HINDI
- TAMIL

PROFILE

Skilled customer service professional with 2years of experience for providing excellent service to customers, handling transactions and achieving branch goal. Seeking to perform a position where I can utilize my knowledge and skill. Seeking a suitable position in an Accountant/Admin with an organization where I can utilize my experience and education for the optimum growth of the organization as well as my personal growth.

EXPERIENCE

AMEYA (CA ASSOCIATES) Palakkad, Kerala, INDIA

Worked as Accountant Trainee (Feb 2016 to may2016)

- Preparing accounts and tax return
- Auditing and analyzing financial performance
- Advising on how to reduce costs and increase profits
- Compiling and presenting financial and budget reports
- Ensure that financial statements
- Records comply with laws and regulations
- Keeping account books and systems up to date

JIS Hi-Tech VISION VENTURES PVT LTD

Worked as an ADMINISTRATION MANAGER GR II (2016 to 2018)

- Maintained friendly and professional customer interactions.
- Performed all duties assigned by manager.
- Provides administrative support to ensure efficient operation of office
- Answers phone calls, schedules meetings and supports visitors.
- Supports team by performing tasks related to organization and strong communication

SKILLS

- Highly initiative and motivate.
- Ability to negotiate with people even in any difficult situation.
- Able to work under stressful conditions meeting with deadlines.
- Excellent verbal as well as written communication skills.
- Able to work in a team environment and highly flexible.
- Ability to follow instructions and pay attention to details

DECLARATION

I hereby declare that all the above furnished details are true and correct in best of my knowledge.

Sd/-
KRIPA THOMAS