

## **CURRICULAM VITAE**

**Nelson Thomas.**

**Email:nelsonthomas088@gmail.com**

**Mob: +971 562393354**

**Objective:** As I have great passion in the field of Accounts, I'm seeking a challenging job that can expose my talent to the maximum.

### **Profile in brief**

- \*Experience in Finance department.
- \*Well versed in handling of Cash book, Bank day to day entries, vendor bill processing and entering the same into the accounting software and invoice preparation.
- \*Enthusiastic and having strong sense of responsibility and commitments.
- \*Good communication skill and learn spirit.

### **Professional experience**

- \* From March 2016 to July 2020 Worked in a Fire Safety Company A One Technology Fire Safety And Security Systems LLC, Abu Dhabi, UAE.
- \*From 21/07/2014 to 12/01/2015 worked in a metal crusher company PJ Associates, Pala, Kottayam, Kerala.
- \* From September 2013 to June 2014 worked with a sales tax consultant in Alappuzha, Kerala.
- \*From 03/03/ 2011 to 17/08/2013 worked in a relocation company Transworld International, New Delhi.
- \*From October 2009 to July 2010 worked with a sales tax consultant in Alappuzha, Kerala.

### **Educational Qualification**

2004	S.S.L.C	St.Joseph's H.S.S Pulincunnoo,Kerala,India
2006	Plus Two	St.Joseph's H.S.S Pulincunnoo,Kerala,India

### **Professional Qualification**

\*Graduation in commerce from Mahatma Gandhi University Kottayam from 2006 to 2009

Institution: Kristu Jyoti College Changanacherry, Kottayam, Kerala, India

\* Tally Certified Professional (2008)

\* Delars Module Course, Cochin Stock Exchange Institute of Capital market'

\* Certification tax practice & Accounting by board of studies, Tax Study centre

### **Job Responsibilities**

\*Handling of day to day cash transactions

\*Handling of day to day Bank transactions

\*Vendor Bills processing and entering the bills into the accounting software

\*Attendance registers maintaining

\*Invoice preparation and submitting the invoices

\*Payment follow-up

\*Courier registers maintaining

\*Salary Sheet Preparation

\*VAT Submission

### **Computer Skills**

Ms-Office

Tally 9

**PERSONAL DATA**

Name : Nelson Thomas

Date of Birth : 05/02/1988

Sex : Male

Marital Status : Single

Nationality : Indian

Religion : Christian

Passport No : L 4876210

Visa Status : Visit visa valid up to 30<sup>th</sup> July 2022

Languages Known : English, Hindi and Malayalam

Permanent Address : Thundiyl House,  
Pulincunnoo p.o, Kayalpuram  
Alappuzha, Kerala State  
India. PIN 688504.

Present Address : Building No.15  
Flat No.201  
Shabia 12, Abu Dhabi, UAE

**DECLARATION**

I hereby declare that the information given above are true and correct to the best of my knowledge and belief.

Place:

Yours Faithfully

Date:

(Nelson Thomas)