

JOMIT THOMAS

ACCOUNTANT

To work for an organization, which will provide a platform to prove and improve my abilities and serve as the path in building up my career. To upgrade my knowledge for improvement of the organization and self as well and to extend my sincere service to the company in which I am employed



EXPERIENCE



NATIONAL PROTECTION PAINTING COMPANY, ABU DHABI

ACCOUNTANT

FEB 2020 TO TILL DATE

- ✓ Preparing and analyzing Financial statement and Balance sheet.
- ✓ VAT filing.
- ✓ Entering purchase vouchers, petty cash and journal vouchers.
- ✓ Preparation of Salary sheet and Payroll.
- ✓ Posting sales invoices.
- ✓ Dealing with suppliers and customers regarding the payment and follow up.
- ✓ To analyze and review in details accounting statements and reports.



LOGIQUEST LOGISTICS LLC, ABU DHABI

ACCOUNTANT

JULY 2014 TO JAN 2020

- ✓ Compile and analyze financial information to prepare entries to accounts such as general Ledger accounts and document business transactions.
- ✓ Accounts Receivable, Payables and Bank reconciliation.
- ✓ VAT filing.
- ✓ Preparing and analyzing Financial statement and Balance sheet.
- ✓ Responsible for preparing clients outstanding statements and follow up to make the payments.
- ✓ Responsible for management of cash flows and operations
- ✓ Preparation of Salary sheet and Payroll.
- ✓ Accounting functions such as passenger fares, proration, interline ticketing, cargo rates and airline credit card processing.

GET IN TOUCH

📍 United Arab Emirates

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✉️ jomitkthomas@gmail.com



PROFILE SNAPSHOT

- ❖ Detail-oriented, efficient and organized professional with extensive experience in accounting systems.
- ❖ 10 years of experience in Accounting Field
- ❖ Effective communicator with good coordination, planning and analytical skills



PROFESSIONAL SKILLS

ACCOUNTING

PAYROLL

VAT FILING

MS OFFICE

CUSTOMER HANDLING



**TRINITY AIR TRAVEL AND TOURS PVT. LTD, MUMBAI,
INDIA**

ACCOUNTANT

Nov 2009 to April 2014

- ✓ Liaison with banks, obtain project finance by preparing and deliberating the project reports and also obtain temporary overdraft for the timely clearance of due payments to the airlines and the suppliers
- ✓ Negotiate better commission returns and avail high credit terms from the vendors.
- ✓ Liaison with Airlines and travel agents to collect commission income and prompt release of refund.
- ✓ Control the Accounts Receivables and payables
- ✓ Accounting functions such as passenger fares, proration, interline ticketing, cargo rates and airline credit card processing.
- ✓ Perform bank, vendor, airline and customer's reconciliations
- ✓ Knowledge about tax calculation.

EDUCATION & CERTIFICATION



ANNAMALAI UNIVERSITY, INDIA (DISTANT BASIS)
Master in Business Administration (FINANCE), 2013

KANNUR UNIVERSITY, INDIA
Bachelor in Business Management, 2009



KERALA STATE EDUCATION BOARD, INDIA
Senior Higher Secondary 2006



PERSONAL INFO

- ✓ **Nationality** : Indian
- ✓ **DOB** : 21 June 1987
- ✓ **Languages** : English, Hindi
- ✓ **Marital Status** : Married
- ✓ **Passport No** : J8749845
- ✓ **Visa Status** : Employment Visa



ACCOMPLISHMENTS

- **G- Accounting certification in TALLY and MS Office.**



PERSONAL SKILLS

- ✓ Problem solving abilities.
- ✓ Excellent verbal & written communication skills.
- ✓ Willingness to learn and cooperative with others.
- ✓ Hardworking, punctual, loyal & flexible.

Thanks,
Jomit Thomas
Abu Dhabi