



CURRICULUM VITAE

Abin Thomas

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*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 : 28th July 1988

Nationality : Indian

Religion : Christian

Marital Status : Married

Passport No : K2264694

Date of Issue: 11th July 2012

Date of Expiry: 10th July 2022

Visa Status : Visit Visa

*Availability to Join:
Immediately*

*Languages known: English,
Malayalam*

WORK EXPERIENCE

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