

## Cover Letter

To

Human Resource Manager

Dear Sir,

*I Hope you will notice my letter. I am writing this cover with the connection for the post of Internal Audit/Finance/ Accounts/Administration jobs category or any other work related to this subject and experience in my CV.*

*My Strengths are made perfect in weakness same vice versa. It is given by employer through work environment.*

*Currently I work in Premier International Projects LLC Muscat, Oman. Posted as "Internal Audit Assistant" Head Office for last 7 years (Employment Visa).It's a construction industry build major contracts like Roads and Dams, collaboration with Government Clients. My main duties is to assist & liaise with Internal Audit Manager for preparing excel reports, follow up audit team to collect relevant documents and information's of our various sites. Occasionally work instructed by Director of Finance, other general duties in the audit department.*

*I passed **B.Com.Computers** (Bachelor of Commerce with system applications) 2011 batch on regular basis from a reputed college named "Andhra Loyola" administration under Jesuit Congregations. (Founder: St. Ignatius of Loyola)*

*Computer literacy rate is good. Knowledge in SAP business one, E-promis Software, Tally.erp Software, MS Office Word, Excel etc.*

*Please notice CV for other details of Experience, My roles and responsibilities, Personal profile etc.*

*Now I seek a job for better career life with advanced skills and to learn more. I would be satisfied in a good working nature where related to office works. Though I have confidence to work with relevant skills to perform in a proper channel. I do in a timely manner, Loyal, Honest and Humble towards duties given by employer.*

*Above details are true and best of my knowledge, if I would shortlisted for interview, we will discuss further details and other requirements. I look forward for your reply.*

*Thank you.*

*Justin Thomas Parackal*

*Email: parackaljt3@gmail.com*

*Oman: +968 99036546*

*IND: +91 8096722510*

# JUSTIN THOMAS

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**Nationality: INDIAN.**



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INDIA - +91 8096722510

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*To associate myself with Advanced and Good work environment that helps me to add professional value and success.*

## SUMMARY:

*My Weakness is my Strength. I have been completed **8 years'** Experience in the field of Admin, Accounts and Internal Audit. I am loyal, honest to my work as instructions given by Employer and to know more. Completed **Degree in Bachelor of Commerce** with system applications (B.com.computers).*

## PROFESSIONAL EXPERIENCE:



Premier International Projects LLC. Oman.

**(February.22.2015 to Present)**

**Designation: Internal Audit Assistant.**

- ✓ *Assessing in Head Office how well the business is complying with rules and regulations and informing management whether any issues need addressing.*
- ✓ *Handling individual office works and Team leading works.*
- ✓ *System approval of Local Purchase Order.*
- ✓ *Ensure all inventory items are received as per LPO and Cash purchase.*
- ✓ *Analysing AP and AR of all Transactions between the Company and the leading Banks.*
- ✓ *Verifying all Cheque's and Bank E-Transfer financial transactions between 2 parties.*
- ✓ *Daily verification of Currencies and Payment Vouchers.*
- ✓ *Travelling to branch sites to meet relevant staff and obtain documents & Information's.*
- ✓ *Conduct follow up audits to monitor management's interventions.*
- ✓ *Providing support and guidance to management on how to handle new opportunities.*
- ✓ *Preparing reports to highlight issues and problems and distributing the reports to the relevant people.*
- ✓ *Post & Pre – Verification, Audit approval of payroll process and final settlements of company employees.*
- ✓ *Follow up the details of all the pay rolled employees are insured Under Insurance policy.*
- ✓ *Reporting to Audit Manager regarding provided works of findings and observations.*
- ✓ *Assist the Audit Manager in monitoring the action plans that are due for follow-up and perform as & when requested.*
- ✓ *Monitor the administration works are in proper channel as per rules and regulations.*
- ✓ *Assess the efficiency and productivity of internal staff and make recommendations for improvement.*
- ✓ *Conduct and manage periodic inventory audit as per Audit Manager Instructions.*
- ✓ *Implementing Controls to protect against fraud, theft of the firm assets and money.*

Cold Storage (1983) Pte.SG Singapore.

**(May.23. 2012 to Nov.23.2012).**

**Designation: Store Cashier.**

- ✓ *Receive payment by cash, check, credit cards, vouchers, or automatic debits*
- ✓ *Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.*
- ✓ *Greet customers entering establishments.*
- ✓ *Calculate total payments received during a time period, and reconcile this with total sales.*
- ✓ *Compute and record totals of transactions.*
- ✓ *Resolve customer complaints.*
- ✓ *Keep periodic balance sheets of amounts and numbers of transactions.*

J K ASSOCIATES PVT LTD, India

**(April.28. 2011 to April2012)**

**Designation: Accountant.**

**ACADAMIC QUALIFICATION:**

- ✓ **2008-2011** Bachelor of Commerce (Computer Science)- Acharya Nagarjuna University/ Andhra Loyola College.

**I T SKILLS:**

- ✓ *Diploma in Computer Application (MS.WORD,MS.EXCEL,MS.POWERPOINT)*
- ✓ *Diploma in Accounting Software i.e., TALLY.ERP9*
- ✓ *Knowledge of E Promise Software.*
- ✓ *Knowledge of SAP (Business ONE).*

**JOB SKILLS:**

- ✓ *Internal Control.*
- ✓ *Inventory audit.*
- ✓ *Accounts*
- ✓ *Administration*
- ✓ *Report Generate.*
- ✓ *Verification and Validation.*
- ✓ *Accounts Payable Reconciliation*
- ✓ *Approval.*

**PERSONAL PROFILE:**

NAME : **JUSTIN THOMAS PARACKAL**  
AGE : 32  
DATE OF BIRTH : 30-03-1990  
SEX / MARITAL STATUS : MALE / UNMARRIED  
RELIGION : CHRISTIAN  
NATIVE PLACE : KERALA  
MOTHER TOUNGE : MALAYALAM  
LANGUAGES KNOWN : ENGLISH. RL: Malayalam, Hindi, Telugu.  
LEISURE : PHOTOGRAPHY, TRAVEL.  
NATIONALITY : INDIAN COUNTRY: **INDIA.**  
PRESENT ADDRESS : Muscat, OMAN. (Employment VISA Expiry: 19-2-2023)

PASSPORT NO : U3296418	PASSPORT EXPIRY : 30-09-2030
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Expected Salary	Negotiable
Reason for Leave	Better Employment.
Date of Join	As per requirement.

**DECLARATION:**

I Mr. Justin Thomas, hereby declare that the details furnished in the resume are accurate and true to the best of my knowledge.

*Justin Thomas*

Justin Thomas.

**Contact:**



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