



AJISH K. THOMAS

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📍 Al-Ain, UAE

CARRER OBJECTIVE

To achieve professional success and to work as a valuable team member in a dynamic and competitive environment where the demands of this sector are met by my educational background and expertise.

SKILLS

- Accounts Receivables
- Debtors Ageing & Analysis
- Management Reporting
- Bank Reconciliation
- Managing Cash Flows
- Proficiency in Handling Profit and Loss and Balance Sheet
- Payroll preparation and processing
- Proficient in Microsoft Excel for formulas, vlookup and pivot tables.
- MS Office
- Tally Prime
- Eazy ERP & IBM Cognos Analytics
- Team Player
- Leadership Skill
- Well Disciplined and Dedicated

EXPERIENCE

Designation : Senior Accounting and Business Support

Aug 2022 – Nov 2023

Company : ASA & Associates LLP, Bangalore

Roles and Responsibilities

- Preparation of receivable aging report and planning for daily collections
- Updating Overdue Receivables to respective teams.
- Monitoring Sales, Collections and Advances
- Maintaining inter branch transactions
- Performing Customers Reconciliations
- Interacting with clients and sales team in order to collect all the necessary data/information
- Ensured to close month end activities on given timeline
- Performing Tally synchronization and Accounting
- Used Pivot Tables to prepare daily sales reports and collection report

Designation : Accounts and Admin

July 2021 – Jan 2022

Company : Reubro International, Ernakulam

Roles and Responsibilities

- Bank Reconciliation
- Manage all petty cash and prepare cash flow reports.
- Payroll Preparation and Processing
- Created email notifications, invitations and agendas for meetings, events and appointments.
- Maintain all files and invoices and prepare records of minutes of meeting.
- GST, EPF & ESI filing
- Attendance management
- Employee Documentation

Designation : Accounts and Admin

Jun 2020 – Jun 2021

Company : Adorn Glass Art, Kottayam

Roles and Responsibilities

- Petty Cash Management
- Maintaining records and files
- Monitoring employee performance
- Payroll preparation and processing
- Acted as main contact for staff and clients.
- Preparation of cash flows

EDUCATION

2018 – 2020

Master of Business Administration (Finance and HR)

D C School of Management and Technology, Vagamon, Kerala

Achievements

- Coordinator for the Free Medical Camp conducted at Vagamon in the year 2020
- Directing the promotion Wing of DCSMAT from 2018-2020

2015-2018

Bachelor of Commerce (Finance and Taxation)

Kuriakose Gregorios College, Kottayam Kerala

Achievements

- Coordinator of Art Fest conducted at KG College in the year 2017
- General Convener of 'COLLOQUY' Management Fest conducted at KG College in the year 2017
- Served as NSS Volunteer, KG College Unit in the year 2015-2017

LANGUAGES

- English
- Malayalam

CERTIFICATIONS

- Tally ERP