



ASHISH THOMAS

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Visa Status : Visiting Visa Visa Expiry : 23.07.2023

Current Location: Dubai Passport No: S0857959

OBJECTIVE

Driven and organised accounting professional with established knowledge of accounting principles, offering more than 6 years of experience in India and Oman with a masters degree in commerce. Experience in all facets of customer service, sales, billing, accounts payable, and accounts receivable, seeking a more challenging position within an organization that allows for further career advancement.

WORK EXPERIENCE

• Assistant Accountant

Feb 2019 - Jan 2023 Lulu Group International, Muscat-Oman

Looking into regular accounting operations and daily activities in the store.

GR-IR and Vim Posting and integrity of GL including the chart of accounts-compiling, analyzing and recording the results and posting it monthly.

Monitoring cash office and Reconciliation of cash and credit cards daily.

Ensuring the proper Reconciliation and processing of invoices of payment into the online SAP.

Merchandise payable and reconciliation of vendor statement and handling the payment discrepancies.

Generating financial statements and facilitate account closing procedures each month.

Monitoring account payables and reconciliation of bank statements for the required fund management.

Supervising invoice processing, purchase orders, expense reports, credit memos and payment and report it to regional accounts and audit department on a timely basis

Assist the chief accountant in monthly closing.

Coordinate with HR department in preparation of payroll.

• Accountant

April 2017 - Dec 2018 Tech Print, Kochi-India

Coordinate the purchase requirements of firm with purchase manager and release the funds.

Responsible for the monthly and quarterly reporting about expenses and revenue generated during certain time period to the management.

• Auditor

June 2016 - Jan 2017 RMK & Co Chartered Accountants, Kochi-India

E-filing of ITR and VAT

Maintaining the petty cash book and daily journals.

Classification and recording of various income and expenses.

Participated in external bank audit for the clients.

EDUCATION

Course / Degree	School / University	Grade / Score	Year
Masters in Commerce- Business Finance	Pondicherry University	60	2016
Bachelors in Commerce	Mysore University	72	2013

COURSES & CERTIFICATIONS

- Fundamentals of US GAAP Accounting on Udemy

SKILLS

- Advanced Microsoft Excel
- SAP ERP Knowledge
- Tally

REFERENCE

- **Anoop MK - "Lulu Group "** Chief Accountant
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