

# ELIZABETH THOMAS

## ACCOUNTANT



### CONTACT



+971 0563848639



elizabeththomas1204@gmail.com



Flat No 515, Al Roda Tower 2,  
Al Nahda , Sharjah , U.A.E



[linkedin.com/in/elizabeth-thomas-6771601b7](https://www.linkedin.com/in/elizabeth-thomas-6771601b7)



**VISA STATUS - VISIT VISA**

### TECHNICAL SKILLS

- MS EXCELL(ADVANCED)
- ORACLE
- MS WORD AND POWERPOINT
- TALLY ERP
- QUICKBOOKS

### CORE PROFICIENCIES

- TIME MANAGEMENT
- CRITICAL THINKING
- ATTENTION TO DETAIL
- STRONG COMMUNICATION AND COLLABORATION
- ADAPTABILITY
- CLIENT RELATIONSHIPS
- TEAM PLAYER

### LANGUAGES

- ENGLISH
- HINDI
- TAMIL
- MALAYALAM

### PERSONAL DETAILS

**Date of Birth** - 12-04-1998

**Sex** - Female

**Nationality** - Indian.

**Marital status:** - Single.

### SUMMARY

As an accomplished Accountant with over 3 years of experience, I possess a strong blend of precision and expertise in financial management. I am highly skilled in utilizing advanced tools such as Advanced Excel, MS Word, Tally, and Oracle. My data-driven approach and strategic mindset enable me to conduct insightful analysis, generate comprehensive reports and make informed decisions. I am seeking an opportunity to contribute my skills and drive the growth and success of an organization that values excellence. Let's collaborate to create a prosperous future founded on robust financial management.

### WORK EXPERIENCE

#### • ACCOUNTS EXECUTIVE

TECHNO TECH BPO PVT LTD, KOCHI  
(PADIYATH GROUP HOSPITALS)

APR 2022 - SEP 2023

- Preparing daily and weekly reports by reviewing customer accounts and collaborating with customer approvals for periodic reconciliation.
- Reconcile bank accounts, analyze periodic financials, monthly MIS report preparation, prepared and processed journal entries to accurately record financial transactions.
- Delivering meticulous and punctual month-end reports, financial report preparation, conducting thorough final invoice preparation, and offering valuable guidance and support to colleagues.

#### • ACCOUNTS CUM AUDIT EXECUTIVE

CA SUNNY JOSEPH AND ASSOCIATES, KOCHI

JUNE 2020 - DEC 2021

- Collaborating with the accounting team to ensure accurate and timely completion of financial tasks.
- Preparation and examination of financial statements, ensuring compliance with accounting principles and regulations.
- Supporting the audit process by collecting and analyzing financial data, identifying discrepancies, and preparing audit documentation.

### EDUCATION

#### • B.Com Finance and Taxation

2016-2019

M G UNIVERSITY (CGPA - 7.5)

### CERTIFICATION

#### • Certified Internal Auditor (CIA) – IIA (PURSUING)

2022-

### OTHER CERTIFICATIONS

- Diploma in Goods and Service Tax
- Microsoft Office Specialist for Office Excel