

JESBIN TOMY

PROFILE

Aim to be an associate with a progressive organization that gives me scope to update my experience, knowledge and skills in accordance with the latest trends and be part of a team that dynamically works towards growth of organization and gains satisfaction thereof.

PERSONAL EXPERIENCE

ACCOUNTANT (2 YEAR) - AISWARYA GRANITES, AYOOR, KOLLAM , KERALA 2020 - 2022

- Preparing Invoice, Receipt & Payment Voucher
- Preparing & Maintain timely stock report
- Bank re-conciliation
- Doing Bank related jobs like deposit, Transfer etc
- Purchase & Journal entries entering in system.
- Receivables & Payable re-conciliation
- Preparing day book
- Preparing Monthly sales report for Management

BRANCH EXECUTIVE- MUTHOOT MINI FINANCIERS, MUTHALAKODAM, THODUPUZZHA,

- Managing the administrative processes, records management, document control in the branch.
- Managing, Coordinating & Monitoring the general Maintenance of the branch
- Oversee branch store management and ensure proper record keeping
- Prepare reports of administrative and logistic activities of the branch

EDUCATION

- BACHELOR OF COMMERCE (CO-ORPORATION)
MAHATMA GANDHI UNIVERSITY, KERALA
March 2018
- HIGHER SECONDARY EXAMINATION
GOVT. KERALA HSE EXAMINATION, KERALA
March 2012
- SECONDARY SCHOOL LEAVING CERTIFICATE GOVT. OF KERALA PUBLIC
EXAMINATIONS, KERALA
March-2010

PASSPORT DETAILS

- Passport Number : T4671749
- Date of Issue : 05-03-2019
- Date of Expiry : 04-03-2029
- Visa status: VISIT VISA



CONTACT



Address

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Kuninji PO, Vazhithala, Idukki,

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+971 56 302 7706



Email:

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DOB: 03-05-1995

Religion : Christian

Nationality : Indian

Marital Status : Single

COMPUTER SKILLS

- FactsERP
- MS Office
- Tally ERP 9

LANGUAGES

English

Hindi

Malyalam