



0502991374,0556363824



jinuelzathomas96@gmail.com



Al basha building, Al Nahda 1, Dubai.

SKILLS

- Creative Thinking
- Problem Solving Skill
- Problem-Solving
- Computer Literacy
- Strong Communication
- Flexibility
- Teamwork
- Organization Skills

EDUCATION

B.COM WITH COMPUTER APPLICATION
DIPLOMA IN FINANCIAL ACCOUNTING
PLUS TWO
SSLC

PERSONAL DETAILS

Full Name : Jinu Thomas
Nationality : Indian
Date of Birth : 30/10/1996
Gender : Female
Marital Status : Single
Passport No. : T9906244
Date of Expiry : 20/10/2029
Visa Status : Employment
RTA Number : 281010918

JINU THOMAS

Seeking a position in a dynamic organization where I can launch my career and work towards building a strong skill set. A hard working individual looking for a challenging position where I can showcase my skills and contribute to the growth of the organization.

EXPERIENCE

ASSISTANT SERVICE DELIVERY EXECUTIVE

STS Group, Dubai

July 2023 - Present

- Provides leadership to the School Transportation Services on day-to-day operations.
- Gathering information on hours worked for each employee.
- Assisting the SDE in the day-to-day operations.
- Assist in the preparation of regularly scheduled reports.

ACCOUNTING ASSISTANT

Anjali Finance Pvt Ltd., Kollam, Kerala.

- Reconcile invoices and identify discrepancies.
- Create and update expense reports.
- Process reimbursement forms.
- Prepare bank deposits.
- Enter financial transactions into internal databases.
- Check spreadsheets for accuracy.
- Maintain digital and physical financial records

LANGUAGE

English
Malayalam
Tamil
Hindi

DECLARATION

I hereby declare that the above-mentioned information is accurate to the best of my knowledge and belief.

JINU THOMAS