



# JIBIN JOB THOMAS

Initiative-taking, deadline-committed, goal-driven Accountant experience. Proven history of excellence. Some of my core skills include recording financial transactions. Participated in records and sends invoices for services or products rendered by the company. Managed cash transactions and performed other administrative duties as needed.

jibinthomas414@gmail.com

+91-8606119227 & 8075893714

→ PATHANAMTHITTA, KERALA, INDIA

## WORK EXPERIENCE

### ACCOUNTS EXECUTIVE

#### LULU HYPERMARKET, DIVISION OF LULU INTERNATIONAL SHOPPING MALL PVT. LTD

JUN 2022 - PRESENT

KOCHI-KERALA-INDIA

##### *Achievements/Tasks*

- Perform vendor and customer accounts reconciliations and bank accounts reconciliations regularly.
- Processing accounts receivable and accounts payable.
- Research and resolve discrepancies in a timely fashion.
- Posting adequate journal entries in books for monthly closing.
- Non-Merchandise & merchandise invoice process through purchase order.
- Creating and keeping Assets Recording in SAP.
- Assist with the preparation of financial and statistical statements and reports.
- Analyze financial information to identify discrepancies.
- Maintain confidentiality of all financial data.
- Communicated with vendors and clients to facilitate timely payments and reduce outstanding accounts receivables and accounts payables.

### JUNIOR ACCOUNTANT

#### SATHYA AGRO TECH

APR-2021 - MAY-2022

KOLLAM-KERALA-INDIA

##### *Achievements/Tasks*

- Compiling, verifying, and sorting information to prepare source data for computer entry.
- Keep a record of all sales that happen within the business (Day to day transactions).
- Updating accounts receivables
- Contra entry represents deposits or withdrawals of cash from bank or vice-versa.
- Reconcile monthly bank statements and transactions to keep records accurate.
- Handles the weekend and month-end closing process.
- Assist with other accounting projects.

## EDUCATION

- **Master's degree – M. Com with Finance and Taxation**  
MG University, Kerala 2020-2022 Kerala, India
- **Bachelor's Degree - B. Com with Co-operation**  
Kerala University, Kerala 2017-2020 Kerala, India
- **Computer Science - Higher Secondary**  
Board of Higher Secondary Education, Kerala 2017 Kerala, India
- **SSLC - Secondary**  
General Education Department, Kerala 2015 Kerala, India

## SKILLS

- SAP
- Tally ERP
- Excel
- Reconciliation of accounts
- Reconciliation of banks
- Data analysis
- Attention to detail.
- Interpersonal and effective communication skills
- KYC analysis & Document verification
- Perseverance and motivation
- Attentive listening

## LANGUAGES KNOWN

ENGLISH

MALAYALAM

HINDI

TAMIL

## PASSPORT DETAILS

Passport No : T9921936  
Date of issue : 18/11/2019  
Date of Expiry : 17/11/2029






## Driving License Details

License No : 26/595/2018  
Date of issue : 20/02/2018  
Date of Expiry : 19/02/2038

## PERSONAL INFORMATION

Nationality : Indian  
Religion : Christian  
Date of Birth : 04/12/1999  
Marital status : Single

## INTERESTS

-  Reading
-  Travel
-  Photography
-  Music
-  Cooking

## DECLARATION

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.

**JIBIN JOB THOMAS**