

# JOBIN THOMAS

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## Personal Details

Nationality: Indian

Passport no: N1354369

Marital Status: Single

## Educational Details

Master of Business  
Administration

Bachelors in Commerce  
(Kerala University, India)

## Technical Skills

Soware, Orison ,Tally ERP  
9, SAP,Codeapps,Petpooja  
Quickbooks,GoFrugal

Microsoft office (Excel,  
Word & PowerPoint),  
Pchtree

## Permanent Address

Rohini Nivas,  
TC 3/536 (1)  
GSN 106  
Kallaranmoola  
Kuravankonam  
Trivandrum  
Kerala – 695025

**Profile Summary:** Finance and Management professional with Six years of success in finance management/ reporting and analysis. Goal oriented with a unique combination of interpersonal and accounting abilities, I am effective and dynamic in interfacing with multi- tasking environment. With a good reputation and record of dependability, I am open to challenges that opportunity can offer.

## Work Experience:

### **1. Sook Supermarket – Trivandrum, Kerala**

**07/01/2020 to 15/09/2022**

#### **Manager**

- Customer Service.
- Collecting previous day's cash, credit, net transfer or card swiping details from all outlets.
- Business Development activities.
- Assigning duties to subordinates and daily briefing.
- Act as a link between staffs and management.
- Monitoring of all sales and managerial activities.
- All outlet sales development verification.
- Fixing meeting with directors and supervisors.
- Manage Purchasing.
- Recruitment of staffs.
- Verification of daily reports.
- Vehicle management.
- All utility bills checking and approval.
- Checking of salary statements & OT statements and finalizing.
- Overall control.

### **2. Technoteam L.L.C- Dubai, U.A.E.**

**26/12/2018 to 07/11/2019**

#### **Administrative Manager**

- Prepared Monthly Financial Reports, Executive Summary and assisted the Finance Manager
- Conducted internal audit of company accounts and co-ordinated with external auditors
- Monitored Journal entries and general Ledger to ensure integrity of data
- Supervise account payable and account receivables
- Preparation of cost sheet (includes ascertainment of cost of each item purchased, calculation of payable amount considering other expenses such as freight, customs duty, insurance, bank charges etc.)

### Present Address

Alhaji Building  
Room No :201  
Near Crowd Restaurant  
Karama Centre  
Dubai

### Languages

English, Hindi,  
Malayalam and Tamil.

### Availability:

Immediately

### Reference

**Mr. Rijesh Kunnathran**  
Managing Director –  
Technoteam LLC  
Dubai, UAE  
Mob: +971 5897 68462

**Mr. Nelson K. Mathew**  
HR Executive  
Mob: +971 5656 38382

- Reviewing all expenses reports for accuracy and proper expense disclosure
- Managing cash flows, fund and working capital management
- Reconcile and balance all bank accounts
- Prepare and process salaries for employees.
- Preparing and filing of VAT returns
- General office administration
- Managing PRO & Immigration works
- Scheduling for Annual Maintenance Contract

### **3.Headway Business Services Kerala,India,**

**01/06/2016 to 30/08/2018**

#### **Accountant**

- Prepares journal entries, cash, and inter-fund transfers.
- Preparing quality and focused analytical reviews that support the financial reporting of the company.
- Collecting raw financial data
- Dealing with any queries from the auditors
- Having regular interactions with senior financial officers across the company
- Maintaining ledgers and analysing monthly reconciliations of bank accounts
- Processing monthly staff related payroll and creating pay slips
- Processing year end accounts
- Carrying out any other accounting related duties as assigned by the Accounting management.

### Personal Skills

- Highly trainable and fast learner, able to handle multi-tasking loads
- Excellent team building skills.
- Flexible and versatile able to remain calm under pressure.
- Poised and competent with demonstrated ability to easily transcend cultural differences.

### Declaration

I hereby declare that the above mentioned information is true to the best of my knowledge.

**Sincerely,  
Jobin Thomas**