



# Lijo Thomas

**Date of birth:** 18 Jan 1994 | **Nationality:** Indian | **Gender:** Male |

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**Address:** Sheikh Hamdan Colony, Al Karama, Dubai, UAE, 500001, Dubai, United Arab Emirates (UAE)

## ● ABOUT ME

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level in an Accountant position. Ready to help team achieve company goals.

## ● WORK EXPERIENCE

5 DEC 2022 - 26 FEB 2023 Ernakulam, Kerala, India

### **EXECUTIVE - ACCOUNTS AND INSURANCE** ASTER DM HEALTHCARE

- Bill send to the Insurance Company
- Follow up
- Inform the customer at the time of approval given by the Insurance Company.
- Customer dealings
- Customer's refunded amount calculated and amount transferred to the customer's account.

22 SEP 2017 - 12 NOV 2022 Ernakulam, India

### **SENIOR ASSISTANT - FINANCE AND ACCOUNTS** RENAI MEDICITY HOSPITAL

- Receivables and Payables
- Entering bank receipts entry in tally
- Bank reconciliation
- Cashier
- Daily transactions posting from the hospital software to tally
- Daily and monthly revenue checklist prepared and mailed to the finance manager.
- Check whether the amount transferred by the customer has been credited to the hospital bank account.
- Customer dealing
- Entering purchase invoices in tally
- Prepare cheque/amount transferred to the Supplier's bank account
- Entering adjustment journal entries in tally
- Customer's bank account details verification and balance in the advance amount refunding to the customer's bank account.

18 AUG 2014 - 30 JUN 2017 Ernakulam, Kerala, India

### **TRAINEE - FINANCE AND ACCOUNTS** CO-OPERATIVE BANK

- Receivables and Payables
- Customer dealing

● **EDUCATION AND TRAINING**

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5 JUN 2011 - 30 MAR 2014 Kottayam, Kerala, India

**BACHELOR OF COMMERCE (CO-OPERATION)** Mahatma Gandhi University

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**Website** <https://www.mgu.ac.in>

● **LANGUAGE SKILLS**

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Mother tongue(s): **MALAYALAM**

Other language(s):

|         | UNDERSTANDING |         | SPEAKING             |                       | WRITING |
|---------|---------------|---------|----------------------|-----------------------|---------|
|         | Listening     | Reading | Spoken<br>production | Spoken<br>interaction |         |
| ENGLISH | C2            | C2      | C1                   | C1                    | C2      |
| HINDI   | B2            | C2      | B2                   | B2                    | C2      |

*Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user*

● **DIGITAL SKILLS**

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TALLY ERP9 | MS Excel | MS Word | Outlook | PowerPoint

● **ADDITIONAL INFORMATION**

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**PASSPORT**

**Details**

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Passport Number - V6818395

Date Of Issue - 23/02/2022

Date Of Expiry - 22/02/2032