



NANCY THOMAS

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PROFESSIONAL SUMMARY

An independent and self-motivated graduate with proven and tested negotiation, accounting and cashiering skills. Possess strong Analytical and problem solving skills to effectively make sound decisions with little direction.

SKILLS

SAP FICO	MS OFFICE
Tally ERP.9	ORACLE SQL
PEACHTREE	LINUX
QUICKBOOKS	UNIX
DIPLOMA IN COMPUTER APPLICATION	

WORK HISTORY CASHIER CUM SALES ASSISTANT, 26/09/2022- 23/03/2025

Emirates National Oil Company, Dubai, United Arab Emirates

- Performed accurate cash counts at store opening and closing.
- Operated cash registers with proficiency during high- volume shopping times, reducing customer queues.
- Processed sales, exchange and refund transactions efficiently to reduce customer waiting times.
- Displayed and restocked merchandise by following brand guidelines.
- Recorded daily transaction information using POS systems enabling stock success monitoring.
- Used cash registers and POS systems to request and record customer orders and compute transactions.
- Prepared and submitted end- of – shift reports using Software.
- Processed cash, cheque, credit and debit payments accurately and efficiently, minimizing till discrepancies.
- Issued receipts for customer purchases and gifts, advising on in – store return and exchange policies.
- Maintained excellent client satisfaction by providing professional, courteous customer service.

RISK&CASH OFFICER,08/2021-09-2022

ESAF Swasraya Multi State Agro Co Operative Society Ltd, Kollam Kerala

- Accounting & Bookkeeping.
- Cash Management.
- Keeping Proper and complete records of financial transactions and reports for internal or external audit in line.
- Following up on outstanding payments and answering customer queries and Monitoring all payments and Receipts.
- Loan sourcing disbursement and loan remittance.
- Asset office and petty cash Management.

BRANCH MANAGER,12/2019-06/2021

MONEYMUTTATHU NIDHI LIMITED KOLLAM KERALA

- Evaluating employee performance and providing feedback and coaching as needed
- Recognizing employee achievements and encouraging excellence in the work environment
- Developing and implementing sales plans
- Maintain financial records for the bank by posting financial transactions using computer software.
- Check records for accuracy reconcile entries and balances and create reports from the data
- Support Cash Management Activities.

ACCOUNTS EXECUTIVE 01/2017-09/2019

Devayani Associates of Tax Practitioner , Ayoor, Kollam, Kerala, India

- Finalization in Tally and Excel (Trading Profit & Loss A/C, Balance Sheet, Schedule of fixed asset & loan A/C)
- Maintaining Day Book, Statement of Accounts, cash Book, Bank Book, Purchase /Sale Journal, Returns Register, Stock Register , Verifying opening and closing in inventory .
- Reconciliation and numerous analysis variances
- VAT and GST computation (CST, KGST, AST)
- Sufficient knowledge about accountants Receivables and payables
- Checking and maintaining petty cash, Expenses & Billing Processing

PROJECT ENGINEER , 06/2018 -08/2019

WIPRO LIMITED

- Represent the production support organization on company – wide project teams interacting over 80 countries out of the world.
- Responsible for first line of support, receive s user issues through emails and phone calls.
- Monitor process & software changes that impact production
- Support, handling Oracle SQL, UNIX and LINUX
- Communicate project information to the production staff & raise production support issues to the project team
- Responsible for receiving incidents and requests from end users, analyzing these and either responding to the end user with a solution or escalating it to the other IT teams.
- Responsible person to deal with user queries based on known error database.

EDUCATION

Madurai Kamaraj University, Tamil Nadu, India, 11/2018

MCOM: FINANCE

Marthoma College of Science & Technology, University of Kerala, 04/2016

B.COM COMPUTER APPLICATION

Jawahar Higher Secondary School , Ayoor, 05/2012

PLUS TWO : SCIENCE

St. Ann's Central School,Kollam, Kerala, India, 04/2010

SSLC

CERTIFICATIONS

- BC- Business Correspondents Certification Issued by Indian Institute of banking and Finance.
- SAP FICO Issued by G-TEC Computer Education
- DCA – Diploma in Computer Application Issued by KELTRON – Kerala Electronics