



## 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