



Naveen Thomas

Date of birth: 04/08/2002

Nationality: Indian

Gender: Male

CONTACT

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WORK EXPERIENCE

15/12/2023 – CURRENT Abu Dhabi, United Arab Emirates

Accountant/Admin MNK Events & Dance

- Maintain financial transactions of main and affiliate companies.
- Monitor bank transactions and prepare reconciliation statements.
- Checking of customer & vendor balances and sending payment reminders.
- Prepare profit and loss and balance sheet as per request of shareholders.
- Provide personnel and financial advice to managing partners.
- Performance of administrative duties
- Coordinating with operations department

01/01/2023 – 30/09/2023 Calicut, India

Accounts cum HR Assistant TK Automobiles

- Record business transactions into ERP regularly
- Maintained financial documents and regular reporting
- Ensured payments to suppliers, banks and institutions
- Collection and maintenance of employee & client records
- Sorting resumes and assisting in recruitment and orientation
- Supporting office tasks and activities

EDUCATION AND TRAINING

13/10/2020 – 31/03/2023 Calicut, India

Bachelor of Commerce University of Calicut

Website <https://uoc.ac.in/>

LANGUAGE SKILLS

MOTHER TONGUE(S): Malayalam

Other language(s):

English

Listening C1

Reading C1

Writing C1

Spoken production C1

Spoken interaction C1

Hindi

Listening A2

Reading B1

Writing A2

Spoken production A2

Spoken interaction A2

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

DIGITAL SKILLS

Zoho Books | Microsoft Office | Basics of HTML & mySQL | ERP Management | Social Media Marketing | Data Collection, Data Analysis, Data Analysis | HR Documentation

ADDITIONAL INFORMATION

Projects

- **A Study on the impact of Social Media on buying behavior of youth**
- **Stock Markets and Business Finance**

Honours and awards

- **28/05/2023** Government College, Kodanchery
- **Best Enterprising Student**
Link <https://drive.google.com/file/d/1EbojVDApIIVeXVS6MFAvm7hGS49hkmRH/view?usp=drivesdk>
- **25/05/2023** Government College, Kodanchery
- **Bachelor of Commerce Topper 2020-2023**

Language Proficiency Test

- **28/05/2023 – 28/05/2025**
 - **International English Language Testing System**
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Social and political activities

- **30/09/2020 – 31/03/2023** Calicut
- **National Cadet Corps** The National Cadet Corps is the youth wing of the Indian Armed Forces with its headquarters in New Delhi, India. It is open to school and college students on voluntary basis as a Tri-Services Organisation, comprising the Army, the Navy and the Air Force.