



# RIJIN T THOMAS

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## CAREER OBJECTIVE

To acquire the position of accountant so that I may provide strong contributions by utilizing and expanding my skills, experience and capabilities.

## WORK EXPERIENCE

### ➤ Reach Express Hyper-mart - **Accountant** June 2019 – Present

- Maintain day to day books of Accounts in Tally
- Maintain Bank Reconciliation Statement and Reconciliation of Debtors & Creditors
- Maintain Internal Audit: Store and Accounts Book
- Maintain Journal Entry Sale, Purchase & Exp Invoice
- Maintaining petty cash
- Assist in tax filing
- Ensuring that all cheques are received and distributed appropriately and on-time at the proper locations

### ➤ P.V Enterprises - **Accountant** Sep 2017 – May 2019

- Oversee all accounts receivable, payable and cash department
- Daily bookkeeping and accounting processes including: payroll, bank reconciliation
- Prepare Journal Entries for prepaid expense and deferred revenue
- Receive and deposit all revenue.
- Financial reporting and other administrative requirements for management
- Report and track expenditures
- Budgeting and Tax planning
- Execute month-end closing procedures and postings

- Coordinate with auditors in preparation of year-end audit
- Reliance Infocomm Limited - **Accountant**  
Aug 2016 – Aug 2017
  - Preparing the financial statements of the branch.
  - Monitoring and reviewing the stock available
  - Review daily sales invoices and match account statements with customers
  - Manage Day to Day Accounts.
  - Maintain appropriate Registers for Fixed Assets
  - Perform various other duties and activities as assigned by management
- Grace shopping Mart - **Accounts and administration**  
June 2013 – July 2016

#### ACADEMIC QUALIFICATION

- University of Kerala - **B. Com with Computer Application**  
Aug 2010 – Mar 2013

#### PROFESSIONAL QUALIFICATION

- Aug 2019 – Aug 2019 **Tally ERP 9.0 and UAE VAT**
  - G Tech Computer Center
- Aug 2016 – Aug 2017 **Tally ERP 9.0**
  - G Tech Computer Center

#### TECHNICAL SKILLS

- MS Office
- Tally ERP

#### PERSONAL DETAILS

- Nationality : India
- Passport Number : M3429503
- Date of Birth : 20 February 1992
- Gender : Male
- Marital Status : Single
- Religion : Christian

#### DECLARATION

I hereby declare that above information are true to the best of my knowledge and belief. I also fully understand that if at any stage it is discovered that any attempts has been made by me to willfully conceal or misrepresents the facts, my candidature may be summarily rejected.

Rijin T Thomas

