

PRINCY ELSA THOMAS



CONTACT

📍 OPPOSITE TO LULU 69-BUILDING AL-MUTHEENA DEIRA DUBAI

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✉ princyelsathomas77@gmail.com

👤 11/03/2000

OBJECTIVE

To continuously enhance my knowledge, skill and experience by getting involved in challenging work environment and utilise them for personal and organizational growth to the best of my ability.

SKILLS

- Ms Office
- MS EXCEL
- MS POWERPOINT
- TALLY ERP 9
- SAGE 50
- QUICK BOOKS
- SAP FICO

LANGUAGE

- ✓ ENGLISH
- ✓ TAMIL
- ✓ MALAYALAM

EXPERIENCE

ANDATHETH BUILDING SOLUTIONS KERALA INDIA 12/10/2022 - 31/06/2023
ACCOUNT ASSISTANT

Handling the status of accounts and balance and identifying inconsistencies. Issuing and prepare bills, receipts and invoices, reconcile billing by overseeing outstanding balance and assessing unpaid claims, expedite the billing process to ensure timely payment, research denials and resubmit claims, claims, as needed, conduct billing audits, and compile reports.

PRIME COMPUTER CENTRE KERALA 5/1/2020 - 28/2/2021
JUNIOR FACULTY

Teach Financial accounting principles - account payables/ receivable, journal entries, ledgers, Trial balance, financial statement, bank reconciliation.
Teach quick book principles- chart of accounts, vendors, customer and financial statement.

EDUCATION

MAHATMA GANDHI UNIVERSITY 2022
B.COM IN FINANCE AND TAXATION
C

G-TEC COMPUTER EDUCATION 2021
PROFESSIONAL DIPLOMA IN INDIAN FOREIGN AND SAP WITH FICO
A

CENTRAL BOARD OF SECONDARY EDUCATION DELHI 2018
SENIOR SECONDARY EDUCATION
5.4

CENTRAL BOARD OF SECONDARY EDUCATION DELHI 2016
SECONDARY EDUCATION
6.4

MARITAL STATUS

Single

NATIONALITY

INDIA

CERTIFICATION

DIPLOMA IN INDIAN AND FOREIGN ACCOUNTING
PROFESSIONAL DIPLOMA IN INDIAN FOREIGN AND SAP WITH FICO

DECLARATION

I hereby declare that all the information produced above are genuine and truthful to the extent of my knowledge.

PRINCY ELSA THOMAS