



# SAM THOMAS M T

## ACCOUNTANT



### CONTACT ME

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#402, Karama Centre,  
Karama, Kuwait Street,  
Dubai, UAE.

### EDUCATION

#### Course Studied

**MASTER OF COMMERCE|2nd class**  
**M.G University** 2016 - 2018

Master of Commerce degree from degree from MG University, with a focus on Finance and Taxation,

#### Course Studied

**BACHELOR OF COMMERCE |1st class**  
**Kerala University** 2012 - 2015

Bachelor of Commerce degree from degree from Kerala University, with a focus on Finance and Taxation,

#### Studied

**Higher secondary,** 2010 - 2012  
Leo XIII HSS

#### Studied

**High School,** 2001 - 2010  
Leo XIII HSS

### PROFESSIONAL SUMMARY

Results-oriented and highly skilled Accountant professional with 5 years of experience in financial management, auditing, and financial analysis. Adept at overseeing all aspects of accounting processes, including bookkeeping, financial reporting, and tax compliance. Proven ability to provide accurate and timely financial information to support decision-making and drive business growth. Strong analytical mindset combined with excellent attention to detail, ensuring accuracy and integrity in financial records. Seeking a challenging accounting role to leverage expertise and contribute to the financial success of an organization.

### EMPLOYMENT HISTORY

#### ACCOUNT ASSISTANT

2018 – 2023

CHERYL TRADERS, KERALA, INDIA

- Preparation of Bank Reconciliation Statements.
- Managing financial departments with responsibility for Budgets, Accounts Payable and Accounts Receivable.
- Preparation of MIS Reports in connection with Analysis & interpretation.
- Preparation of yearly financial forecasting statement as part of budgeting purpose.
- Preparation of statements for pre audit purposes and statutory purposes.
- Keeping Track of Bills, Vouchers and other Documents for future.
- Assisting for the preparation of finalization of Accounts.
- Assisting for the preparation of various statements/verification of bills for statutory purpose.
- Prepare bank deposits.
- Enter financial transactions into internal databases.
- Check spreadsheets for accuracy.

#### CASHIER

2016 -2017

CHERYL TRADERS, KERALA, INDIA

- Generated and processed purchase invoices for goods and services.
- Ensured accuracy and completeness of purchase orders and invoices.

## SKILLS

- Bank reconciliation
- Payable and receivable entry
- Ledger reconciliation
- Financial Strategy Modelling
- Budgeting skills
- Cash flow management
- VAT Filing
- Cost analysis
- Quantitative data skills
- Stock Verification
- Book keeping

## SOFTWARE PROFICIENCY

MS OFFICE	<div><div></div><div></div><div></div><div></div><div></div></div>
CANVA	<div><div></div><div></div><div></div><div></div><div></div></div>
TALLY ERP	<div><div></div><div></div><div></div><div></div><div></div></div>
ATEASE	<div><div></div><div></div><div></div><div></div><div></div></div>

## CERTIFICATIONS

- Hospital Administration
- DCA|2014
- Diploma In Computer Application

## Linguistic Proficiency

- ENGLISH -- PROFESSIONAL
- MALAYALAM -- NATIVE
- HINDI -- LIMITED
- TAMIL -- LIMITED

## PERSONAL STRENGTHS

- **COMMUNICATION** Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** Having a client focused approach Skills include Patience, Attentiveness and a positive language.
- **ORGANIZATION** Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- **MANAGEMENT** Management skills to direct others and review others performance.

## PERSONAL DOSSIER

Gender : Male  
Date of Birth : 15/10/1993  
Nationality : Indian  
Marital Status : Single  
Passport Number : T9612890  
Permanent Address : Menitharayil (H),  
Kalath Ward Avalookunnu P O  
Alappuzha, Kerala, India.

### Hobbies

Acting, Watching Movies, Spending time with friends, Travelling

## REFERENCES

### Manager

CHERYL TRADERS,  
KERALA, INDIA

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