

SUBIN THOMAS

Accountant with 5+ Yrs. Experience

Contacts Address:

Al Qasmia, Sharjah, UAE

Mobile: +971581578291

Email: subinmampuzhakarayil@gmail.com



Key Skills:

- Financial statements & reporting
- Management of Cash Flow
- Internal Auditing
- Bank relations
- Time management
- Asset management
- Statutory Compliance activities
- Administration

PERSONAL DETAILS

Date of Birth : 28th Nov 1994
Nationality : Indian
Marital Status : Single
Languages Known : English, Malayalam & Hindi
Passport no : S0118778
Visa status : UAE visiting visa

EDUCATION & CREDENTIALS

- M.com-Annamalai University -2022
- B.com-Kannur University, Kerala -2015

COMPUTER AND ACCOUNTING SOFTWARES

- Tally
- MS Office
- Acme infinity (Jewellery software)
- Advanced knowledge in Excel.
- Indsoft (Jewellery software)

CAREER SUMMARY

Highly committed and qualified **Accountant**, with proven expertise in Retail and Finance companies offering **5+years** of experience in the field of **Accounts, Finance, internal Auditing and Administration**. Last worked in **Sulthan gold pvt ltd, Bangaluru** as **Accountant**

- Expertise in finance, accounting, budgeting and cost control principles.
- Expertise in analyze financial data and prepare financial reports and statements.
- Prepare and review revenue, expenses, payroll entries, invoice and other accounting documents
- Preparation of Bar-coding & pricing for the inventories.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Direct responsible for all accounting and book keeping function on daily.
- Handle and file the accountancy related documents, forms and vouchers.
- Accounts Receivable & Payables included accounts reconciliation of Customer/Vendor, billing, collection and maintenance of A/P & A/R report.

PROFESSIONAL BACKGROUND

Accountant Bangalore, India (JAN'2024-JUN 2024) SULTHAN GOLD PVT LTD

KeyResponsibilities:

- Reporting to general manager and chairman
- Prepare financial statements on monthly, quarterly and annual basis
- Handling journal and ledger and day to day entries
- Completed daily cash functions and Banking reconciliations
- Responsible for Corporate communications with Banks, External auditors

SeniorAccountant Kerala,India (DEC'2021 - DEC'2023)

ROYAL TRAVANCORE FARMERS PRODUCERS CO.LTD

KeyResponsibilities:

- To Maintaining Records of the branch
- Preparing financial statements and auditor requirements
- To Manage all day to day accounting transactions
- Develop good relations with bankers and customers.
- Controlling cash operations
- To Maintain all customer related data

Accountant Executive Kerala, India (NOV'2018-DEC'2021)

Bhīma Jewelers' and Diamonds

KeyResponsibilities:

- Reporting to Finance manager
- Handling journal and ledger and day to day entries
- Completed daily cash functions and Banking reconciliations
- Reconcile accounts payable and receivables, Ensure timely bank payments
- Preparing financial statements and auditor requirements
- Dealing with banks, clients and suppliers
- TDS Calculation
- Preparation of GST workings and Reconciliation.

Declaration:

I hereby declare that above information is correct to the best of my knowledge and belief

Place: Sharjah, UAE

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