

# JOGY THOMAS



## Contact Details

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Sharjah, UAE

## Personal Details

Date of Birth : 03/06/1992  
Sex : Male  
Nationality : Indian  
Marital Status : Single

## Language Proficiency

English  
Hindi  
Malayalam

## Passport Details

Passport No. : M9715199  
Place of Issue : Thrissur  
Date of Issue : 29/05/2015  
Date of Expiry : 28/05/2025  
Visa status : Work Visa  
Visa Expiry : 03.04.2022

## EXPERIENCE

➤ Still Working as an Accountant in LULU Group International from 11.01.2021 onwards

### Roles & Responsibilities

- Invoice processing, Mercantile & non mercantile...
- Accounts payables & Receivables...
- Managing day to day transactions and cash management, reconciliation of cash, supporting to cash in charge duties....
- General ledger and inventory management...
- Preparation of audit documents and ad-hoc reports....
- Agreement creation and activation (Promotional support and merchandiser agreements) ....
- Bank reconciliation monthly and closing and update daily bank balance sheet
- Handling petty cash transaction and preparation of cheques for supplies and other payments.

➤ 1.2 Year work experience as a Senior Officer at **ESAF Small Finance Bank**, Palakkad, Kerala from 16.10.2019 to 19.12.2020

### Roles & Responsibilities

- Enter petty cash entries relates to Bank.

## Career Objective

To enhance my skills and knowledge in a dynamic and stable workplace and use my skills in the best possible way for achieving the Company's goals.

## Educational Qualification

**M.Com Finance** (MG University) with **72%**

**B. Com Finance** (Calicut University) with **80%**

**Plus Two (Commerce)** with **69%**

**S.S.L.C** with **72%**

## Software skills & Computer Knowledge

- ✓ SAP A1 FI/CO (Finance & Controlling)
  - G/L operations
  - Accounts Payable
  - Accounts Receivable
  - Asset Management
  - Banking Entries
  - Tax settings
- ✓ SAP B1 Finance and controlling training
- ✓ Tally ERP 9 (Certified by Tally Academy)
- ✓ Peachtree
- ✓ MS Excel
- ✓ Computer Basics

## Strength

Hard working, Sincere, self-motivate, dedicate towards work and friendly attitude to all.

## REFERENCE

Will be provided up on request.

- Cash Management & controlling.
- Creation of Bank Account for customers and Bank related entities.
- Provide and closing loans to Customer
- Enter Cash deposit and withdrawal
- Audit clearance.
- Creation of term deposit, recurring deposit and loans.

➤ 1½- year work experience as an **Accountant** at **Ahalia Medical Group**, Palakkad, Kerala from 03.08.2017 to 30.01.2019

### **Roles & Responsibilities**

- Compile the monetary transactions of the organization and make entries in general ledger under the relevant account head
- Accounts Receivables & Payables
- Reconciliation of bank, branch etc....
- Find out discrepancies in accounting entries and correct them.
- Journalizing day to day Transactions.
- Passing Sales and Purchase Entries.
- Filing Tax Return and Enter Tax related entries

➤ 6 Months Training experience as a **SAP TRAINEE** at **Accounts & Service Society** Ernakulam from 04.07.2016 to 30.12.2016

### **Works Handled**

- Enter day to day transactions using SAP software
- Review the bills, receipts, agreement of processing day to day petty cash payments etc.

➤ 1-year work experience as an **Accountant** at **Bestone Granite & Metals Pvt Ltd Company**, Palakkad from 22.12.2014 to 22.12.2015

### **Works Handled**

- Journalizing day to day transactions.
- Passing sales and purchase entries.
- Responsible maintaining staff payroll in daily and monthly.
- Issuing payments related to staff's salary and creditors payments.
- Communicate effectively with clients.
- Accounts Receivables and Payables
- Checking checklist and bank reconciliation.
- Assist Preparation of monthly profit and loss accounts and balance sheets.

### **Declaration**

I hereby declare that the above statements are true to the best of my knowledge and belief.

Thanks & Best Regards,

**JOGY THOMAS**