



Email: tsnuthms7@gmail.com

Contact No: +971 501446497
+971 508963501

Personal Information:

Age & Sex : 30, Female
Nationality : Indian
Material Status : Married
Date of Birth : 27th June, 1991
Religion : Christian ,
Spouse Name : Tintu Varghese

Visa Details:

Visa Status : Visit Visa
Visa No :101/2021/77/0540330

Language Proficiency:

English : Read, Write, Speak
Hindi : Read, Write, Speak
Malayalam : Read, Write, Speak

Communication Address:

Flat no: 8, Building No: #178
Musaffah, Shabia -10
Musaffah Residential Area
Abu Dhabi, UAE
Phone: +971 501446497
+971 508963501

Passport Details:

Passport Origin : India
Passport No : R5234635
Valid from : 23rd October, 2017
Valid till : 22nd October, 2027
Place of Issue : Cochin

CAREER OBJECTIVE

To work with professional and challenging environment that provides ample opportunity to develop my innovative skill while adding value towards the growth of the company, I wish to leverage the knowledge and skills of representatives and work towards the goals of the organization that entrust me with the responsibilities progressively raise up to the position in management in systematic and ethical manner.

PROFESSIONAL EXPERIENCE :-

- 1. Worked as Financial Assistant in Al Misk Medical Group, Ibri - Oman**
From 4th November 2018 to 31 December 2020 (Duration : 2 Years)
- 2. Worked as Senior Accountant Cum Cashier, In Antony Francis and Son, (Branch of Leo Emporium) Ernakulum, India**
(Anthony Francis and Son is one of the largest Kitchen Accessories Show room in Ernakulum, Kerala, INDIA)
From 3rd January 2014 to 30th April 2018. (Duration : 4 Years)
- 3. Worked an Accounts Assistant In Active Designs Pvt. Ltd. Ernakulum, India**
From 19th August 2013 To 23rd December 2013. (Duration : 4 Months)

JOB PROFILE:-

- ☐ Prepare monthly division financial reports
- ☐ Resolved complex accounting discrepancies and irregularities.
- ☐ Monitored and reviewed accounting and system generated reports for accuracy and completeness.
- ☐ Supported internal and external audit reviews.
- ☐ Work with Accounts Receivable personnel to process transactions related to Incoming payments.
- ☐ Communicated and established effective working relationships with internal operations and external customers.
- ☐ Accounted for company's fixed assets expenditures ensuring compliance with company policies. Maintained fixed asset depreciation schedules.
- ☐ Prepared monthly local depository bank reconciliations and maintained bank reconciliation.
- ☐ Analyzed expenses and balance sheet accounts to identify re-class issues and adjustments as needed.
- ☐ Coordination with other departments and employees.
- ☐ Supported any documentation requested by outside/inside auditors.
- ☐ Monthly sales Tax Preparation and upload the documents
- ☐ Preparation of Bank Reconciliation
- ☐ Making Transaction Slip for Interstate Purchase.
- ☐ Advises staff and/or faculty as to appropriate choices of standard items to be purchased
- ☐ Selects vendors, places orders, and may arrange for service contract.
- ☐ Follows up on orders to ensure that materials are shipped and delivered on promised dates.
- ☐ Maintains records and follow up files of purchases, shipments, and related matters.
- ☐ Maintains files of descriptions of available supplies.
- ☐ May inspect products received for quality and quantity to ensure adherence to specifications.
- ☐ Performs related job duties as required.

ACADEMIC DETAILS

- ☐ **Master Degree in Commerce** from MG University, Private Registration (Doing as Distance Education)
- ☐ **Bachelor Degree in Commerce** Passed from M.G. University, Mar Gregarious Abdul Jaleel College, North Paravur, Ernakulum. (Year 2010 – 2013)
- ☐ **Higher Secondary Education** Passed from Govt:Higher Secondary School Elankunnapuzha, Kerala State. (Year 2007 – 2009)
- ☐ **10th Class** Passed from L.F.H.S Narakkal Vypin, Ernakulum. Kerala State. (2007)

TECHNICAL ACHEIVEMENTS

- ☐ Diploma in Computerized Financial Accounting (DCFA).
- ☐ Post Graduate Diploma in Computer Application (PGDCA)
- ☐ Windows, MS Office (MS Word, MS Excel & MS Power Point)
- ☐ Photoshop, Internet & Email

FOCUSED AND WILLING TO LEARN

- ☐ I have a very clear career goal to focus on and work towards.
- ☐ I am very willing to learn from my workmates and to use that Knowledge to get a better understanding about this field.
- ☐ I got better knowledge about this field through my studies, so I know where I want to be.

DECLARATION

I hereby declare that the particulars of information and facts stated here in above are true, correct and complete to the best of my knowledge and belief

Date : 20-10-2021

(SINNU THOMAS)