



Lince Thomas

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Career Objective

Seeking an opportunity to work with a professional work driven environment where I can utilize and apply my knowledge, skills which would be enable me to acheive the goals of the organstaion as well as my personal objective.

Experience

NMC Health Care

Accounting Assistant and Store in charge (2017- till now)

- Recording and reconciliation of the inter-company daily transactions.
- Preperation of petty cash and keeping confirmations from recipients
- Mainatining spreadsheet reports for the daily cash payments and daily clinical reports for the management.
- Assisting in developing the group's monthly, quaretely and daily clinical reports for the management.
- Checking of batch, expiry and qunatity for all consumable not limited medical/ surgical items, ensuring correctness of GRNs and issue of the materials to user departments.
- Putting indents based on average consumption and giving daily and monthly indents to purcahse departments
- Mainatining items master in the system-Oracle

Cashier Supervisor (2016-2017)

- Receive payments by cash, cheque, credit cards, vouchers or automatic debits
- Issue receipts, refunds, credits, or change due to customers
- Compute and record totals of transcatons and prepare shift sales report
- Oversee all the professional activities of their store's floor cashiers, advising staff, providing regular perfomance reviews, training new staff members.
- Greeting and assisting customers by providing information and resolving their complaints.

Education

- Master of Business Adminstation : Finance Marketing
Bharathiyar University (2017-2019)
- Bachelor of Commerce : MG University, Kerala (2011-2014)
- Higher Secondary Education : St. Infant Jesus H.S.S, Vazhakulamm(2011)
- High School Education : St. Joseph H.S Velialchal (2008)

Skills

- Computerized Accounting Knowledge
- Indian and Foreign Accounting
- Attention to details
- Knowledge about regulatory standards

Languages

English
Hindi
Malayalam

Personal Details

Date of birth : 21/01/1993

Gender : Male

Marital starus : Single

Computer Proficiency

MS Office
Oracle

References

Jince K Mathew
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