




SANTHOSH THANKACHAN

Sharjah, UAE

Mobile: +971581809120 

Email: santhoshthanka@gmail.com

Visa status: Employment Visa

Objective: To be well recognized and build ever-lasting relationship in the organization where I work by using best of my abilities and eventually, achieve excellence in the competitive corporate world.

Summary: A confident, multi-skilled, capable Accounts & Admin Executive with excellent knowledge of financial ~~Accounting~~ and Administration procedures. Exceptional analytical and problem solving skills and able to provide financial information to all areas of the business whilst ensuring that all management information is accurate. Having a proven ability to drive out inefficiencies through process improvement as well as assist in the maintenance & development of financial systems and accounting procedures. Now looking for a new and challenging accountancy position, one which will make best use of my existing skills and experience & also further my development.

Work Experience

- Currently working in Bosco Aluminium & Glass as Accounts & Admin Executive since January-2021.
- Accounts & Admin Executive at Emirates Transports LLC Ajman from 02.03.2018 to 01.07.2019.
- Accountant at Al Ahrar Mineral water Ras al khaimah, UAE from 12.11.2012 to 01.03.2018.
- Accounts Executive at Muthoot Group, New Delhi, India from April 2009 to July 2012.
- Accounts assistant at Teejan Foods Pvt Ltd Cochin from May 2007 to October 2008.

Personal Highlights

- Good all round Financial Accounting and Administration knowledge.
- Experience in using Tally and other similar accounting systems.
- Strong Excel skills
- Excellent ability to communicate effectively on a technical and interpersonal basis.
- Strong ability to work effectively as part of a team and independently.
- Uncommon ability to meet deadlines for productions and to meet the commercial needs of clients.

Professional Experience
12 years of Experience in Accounts & Administration
(8 Years in the UAE and 4 Years in India)

- Preparing sales invoices & the upkeep of an accurate accounts filing system.
- Follow up with customers.
- Preparation and input of month end journal vouchers.
- Inputting, matching, batching and coding of invoices.
- Debtor and Creditor reconciliations.
- Preparation of various reports for senior managers.
- Responsible for financial accounts including budgets and cash-flow.
- Supervising junior financial staff.
- Conducting regular business reviews of financial performance.
- Proactively identifying business improvement opportunities.
- Fixed Asset accounting, reconciliations and depreciation journals.
- Ensuring that information is accurately collated & entered into systems.
- Preparation of bi-weekly invoice and expense claim payment runs.
- Assist in the preparation of monthly balance sheet account reconciliations.
- Inputting of supplier invoices and employee expense claims to the ledgers.
- Coordinating with Auditors for carrying out Audit

Education

Bachelor of Commerce
Kerala University
2004-2007

Plus Two
University of Kerala
2002-2004

SSLC
Government of Kerala
2001-2002

Personal Details

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|--------------------------|----------------------------|
| • Father Name | :C.B Thankachan |
| • Nationality | : Indian |
| • Gender | :Male |
| • Marital Status | :Married |
| • Date of birth | :18.02.1987 |
| • Languages known | :English, Hindi, Malayalam |

Passport and Visa Details

- **Passport no.** : R8077198
- **Date of Issue** : 08/06/2017
- **Date of Expiry** : 07/06/2027
- **Place of Issue** : Trivandrum, India
- **Visa status** : Employment Visa
- **Date of Visa expiry** : 13/03/2024

Declaration

I hereby declare that the above information is true to the best of my knowledge.



SHARJAH, UAE

SANTHOSH THANKACHAN