

JOGY THOMAS



Contact Details

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Sharjah, Al Butina
Flat No:301
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 : Visit Visa

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

ACCA F1 to F4 Completed, Following F5 to F9

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) Training
 - G/L operations
 - Accounts Receivable
 - Banking Procedures
 - Controlling
 - Accounts Payable
 - Asset Management
 - Tax settings
 - Financial Statements
- ✓ 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.

EXPERIENCE

- 1½- year work experience as **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.
- Find out discrepancies in accounting entries and correct them.
- Journalizing day to day Transactions.
- Passing Sales and Purchase Entries.
- GSTR-1 monthly workings and return filing
- GSTR-3B workings and return filing
- Prepare E- way bill
- Enter Goods and Service Tax payable entries and Input Tax Credit reversed entries entered in tally.
- Checking and Correcting Goods and Service Tax related entries in tally.
- Timely issuance of C-Forms and other statutory forms.
- Enter TDS related entries in tally.
- Prepare TDS related workings in Small Ahalia companies.
- Maintain file like monthly GSTR return filing copies, sales tax notice related documents.
- Prepared Sales Tax notice workings to SALES TAX DEPARTMENT.
- Assist in the Preparation of monthly profit and loss accounts and balance sheets.
- Passing audit query entries in tally.
- Communicate with manager on work status and client issues that arise.
- Communicate effectively with clients
- Direct internal and external audits to ensure compliance.

- 6 Months Training experience as SAP TRAINEE at ACCOUNTS AND SERVICE SOCIETY, ERNAKULAM from 04.07.2016 to 30.12.2016

Works Handled

- Journalizing day to day transactions using SAP software
- Passing sales and purchase entries using SAP software
- Review the bills, receipts, agreement of processing day to day petty cash payments etc.

➤ 1-year work experience as **ACCOUNTANT** at BESTONNE GRANITE METALS PRIATE LIMITED COMPANY, PALAKKAD from 22.12.2014 to 22.12.2015

Works Handled

- Compile the monetary transactions of the organization and make entries in general ledger under the relevant account head.
- Journalizing day to day transactions.
- Passing sales and purchase entries.
- Paying day to day petty cash expenses.
- Find out discrepancies in accounting entries and correct them.
- Review the Documents like Bills, Receipts, Goods Receipt Notes, Purchase Orders and Terms and Agreements for processing the payments.
- Responsible maintaining staff payroll in daily and monthly.
- Issuing payments related to staff's salary and creditors payments.
- Communicate effectively with clients.
- Checking creditors and debtors outstanding bills.
- Collecting outstanding cash from related debtors and paying outstanding amount to creditors.
- Communicate with manager on work status and client issues that arise.
- Depositing cash to partners accounts in daily.
- Checking checklist and bank reconciliation.
- Assist in the 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