



BIBIN V THOMAS

ACCOUNTANT

GET IN CONTACT

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PERSONAL PROFILE

An experienced accounts professional to manage the entire accounting/finance operations including finalization of accounts and preparing reports on accordance with accounting standards.

AREAS OF EXPERTISE

- Working knowledge of all major accounting software
- Tally, AS400, peachtree, daceasy experience
- MS Office Excel, word latest version experience
- Working knowledge of V look up

OTHER SKILLS

- Posses good communication and computer skills
- Quick learner with ability to adapt to new environments
- Capable to coordinate and organize meetings
- Responsible, positive and team player
- DIFA (Diploma in Foreign accounting package certificate holder)

WORK EXPERIENCE

BRANCH ACCOUNTANT

Dynatrade Automotive Group, Dubai, UAE | 2014 – 2019

- Verifying and settling of various branch orders.
- Prepare monthly receivable aging reports for presentation to the management.
- prepare and enter the corresponding general journal entries.
- Posting CDC and PDC Cheques and allocating Debt against Credit.
- Handling Online banking transactions and its posting
- Issuing payment and receipt voucher
- Assist in preparation of all financial reports

ACCOUNTS EXECUTIVE

Hazmat Logistics, Dubai, UAE | 2011 – 2013

- Handling all types of cash/cheque of the company
- Preparation cheques and all legal documents of the company
- Daily and monthly financial reports to manager

FINANCE EXECUTIVE

Royal Motors (Authorized Bajaj vehicle dealers, Kerala)

- Preparation of Sales invoice and collection cash from customers
- handling petty cash, depositing daily cash collection into bank

EDUCATION HISTORY

MG UNIVERSIY KOTTAYAM

(BK COLLEGE AMALAGIRI KOTTAYAM)

Bachelor of Commerce–2006 to 2009

- Specialized in taxation and Computer language

BOARD OF HSE, KERALA

St.Aloysius HSS, Athirampuzha

- Plus two (commerce with Computer Applications– 2004 to 2006)

BOARD OF HSE KERALA

St.Aloysius HSS, Athirampuzha

- SSLC