

AJI THOMAS

**KIZHAKKEVILA VEEDU
PULIYILA, NALLILA (P.O)
KOLLAM (DT)**

PIN: 691515

Email: ajithomasaji393@gmail.com

Mob: +91 9567991926



OBJECTIVE

I aspire to join an organization which can provide me a platform to enhance my knowledge & technical skills, by using my strengths and abilities, thereby assisting myself, colleagues and the organization itself to soar to greater heights thus proving to be an asset to the organization.

STILL WORKING

* Executive Insurance – Processing of Private insurance claims, ECHS (Ex-servicemen Contributory Health Scheme) and ESI (Employee's State Insurance) at Meditrina Hospital, Ayathil, Kollam. (NABH Accredited Hospital) from March 2018

PREVIOUS EXPERIENCE

☰ Accounts department at Kareepra Gramapanchayath Office – Kollam (3 Months)

WORK PROFILE

- * Act an important role in all insurance related bills verification.
- * Submission of Admission and discharge details to concerned Insurance company
- * Act an important role in ECHS and ESI wing.
- * Financial reporting of all insurance claims to DGM Finance.
- * Generating reports for Operations, Finance & Auditors as Daily, weekly & Monthly.

ACADEMIC PROFILE

DEGREE

Year of passing	:	2017
Name of the institution	:	Cyberia college of advanced studies, Kollam
Specialization	:	BACHELOR OF COMMERCE
University	:	UNIVERSITY OF KERALA

PRE-DEGREE

Year of passing	:	March 2014
Name of the school	:	G.H.S.S Kuzhimathicadu, Kollam
University/Board	:	Kerala Board
Percentage	:	71 per cent
Specialization	:	COMMERCE

MATRICULATION

Year of passing : March 2012
Name of the school : Saint. Jude. H. S. SCHOOL, Mukhathala
University/Board : Kerala Board
Percentage : 77 per cent

EXPOSURE

Applications : MS OFFICE,
TALLY Working Knowledge &
Internet Proficiency
Operating System : Windows series &
Linux

STRENGTH / SPECIALITES

- 📁 Communication skill
- 📁 Initiative to work and ability to learn.
- 📁 Willingness to learn new concepts, ideas and implement new technologies.
- 📁 Attitude to share information and new knowledge.

PERSONAL PROFILE

Father's Name : THOMAS MATHEW
Mother's Name : SUSAMMA
Date of Birth : 25/09/1995
Age : 25
Gender : MALE
Marital Status : SINGLE
Religion : CHRISTIAN
Nationality : INDIAN
Languages known : MALAYALAM, ENGLISH & HINDI
Permanent Address : KIZHAKKEVILA VEEDU
PULIYILA, NALLILA (PO)
KOLLAM (DT)

ACHIEVEMENTS

UNDER THE FLAGSHIP OF ASAP: Dept. of Higher Education, Govt. of Kerala

- APTIS English Proficiency Score Card by British Council
- Completed Certified Accounting Technician (CAT) programme of ICAI in consortium with ASAP & NSDC.

UNDER THE FLAGSHIP OF NSDC: Dept. of Higher Education, Govt. of India

- Completed Accounts Executive - Accounts Payable and receivable programme in Consortium with NSDC.

REFERENE

Prof: KIRAN JOSE
M.Com, MBA, M.Phil
NIHB Kannur
visiting professor SIT Bangalore
Assessor CII-Delhi
Mob:+91 9447737862

DECLARATION

I do hereby confirm that the information given in this resume is true to the best of my knowledge and belief.

Place : Nallila

Date : 28 April 2021

(Aji Thomas)