

## MERIN THOMAS

Vattackattu House, Pakkil P.O, Kottayam Kerala

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### SKILLS

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- General Ledger Entries
- Data Entry
- Data Analysis
- Bookkeeping Principles
- Effective communication
- Software proficiency

### LANGUAGE

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- English
- Malayalam
- Hindi

### PROFILE

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Transparent, organized, flexible ,experienced and adaptable Accountant with more than 2 years of experience building client relationships by prioritizing accuracy and trustworthiness.

### WORK EXPERIENCE

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**Accounts Clerk,Bishop Speechly College for Advanced Studies,Pallom**

**01-02-2022- Present**

- Assessed data and information to verify entry, calculation and billing code accuracy.
- Preparing bank deposits and Reported financial data and updated financial records in ledgers and journals.
- Applied proper codes to invoices, files and receipts to keep records organized and easily searchable.
- Providing accounting and clerical assistance to the accounting department
- Reconcile accounts in a timely manner
- Daily enter key data of financial transactions in database
- Constantly update job knowledge

**Accounts Assistant at S.H Medical Centre Multispecialty Hospital & Heart Institute**

**24-July -2020 to 23-October-2021.**

- Reconcile invoices and identify discrepancies
- Enter financial transactions into internal databases
- Check spreadsheets for accuracy
- Maintain digital and physical financial records
- Collects payments by accepting cash, check, or charge payments from customers and makes change for cash customers.

- Verifies credit acceptance by reviewing and recording driver's license number; and operating credit card authorization systems.
- Balances cash drawer by counting cash at beginning and end of work shift.
- Provides pricing information by answering questions.
- Maintains a safe and clean working environment by complying with procedures, rules, and regulations.

### **Accountant and Audit Trainee at Ayyar & Cherian Chartered Accountant**

**01-March-2019 to 18-March-2020.**

- Performed auditing work in accordance with auditing standards and principles.
- Worked audit engagements for industries in engineering, manufacturing, non-profit and human resources.
- Completed audits in accordance with regulations and procedures.
- Testing internal processes and client controls.
- Accurately preparing and analysing client financial records

## **EDUCATION**

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### **Master of Commerce (2016 – 2018)**

- ▶ Mahatma Gandhi University, Percentage – 63

### **Bachelor of Commerce (2013–2016)**

- ▶ Mahatma Gandhi University, Percentage – 75

### **State Higher Secondary Examination (2013)**

- ▶ Subjects- Accountancy and Business Management, Percentage – 76

### **State Secondary School Examination (2011)**

- ▶ Percentage – 61