

JOBU MARIA TOM

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GUDAIBIYA,BAHRAIN

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PROFESSIONAL SUMMARY

An aspiring ACCA (8 out of 13 papers) student with 3 years of work experience in accounting and finance, along with a great deal of knowledge in business management and problem-solving skills. Results driven, determined and decisive professional with an ambition to pursue ACCA. Hands-on experience on reporting financial statements, preparing of ledger and budgets. Proven ability to work collaboratively in team environments and effectively manage multiple tasks and priorities. Fluent in English and Malayalam. Seeking an opportunity to apply my skills and knowledge in a professional setting, while continuing to learn and grow in the field of accounting.

EDUCATION QUALIFICATIONS

ACCA (F1 TO F9)	Mar – 2022
Executive PG Certification in investment banking and capital markets- IIM Ranchi	jan – 2025
Bachelor of commerce Calicut University, India Grade: Second class	2018 – 2021

PROFESSIONAL WORK EXPERIENCE

Employer	:	Clever Tax Solutions. Kerala, India	March 2024 – June 2025
Role	:	Junior Accountant	
Responsibilities	:	<ul style="list-style-type: none">• Accurately input and manage financial transactions, ensuring the integrity and Completeness of data.• Handling invoicing, tracking payments and manage vendor relationships to ensure timely and accurate processing of accounts.• Reconcile bank statements with company records to identify and resolve discrepancies, ensuring financial accuracy.• Carry out Unitization process and its related activities for the Company's clients. Researching on the client queries and completing it before the timeline.• Assist in the preparation of financial reports and statements, providing critical insights into the company's financial health.• Support internal and external audit processes by providing documentation and explanations for financial activities.• Assist in the preparation of tax documents, ensuring compliance with relevant tax laws and regulations.	

Employer : **National Finance and Exchange CO.W.L.L. Bahrain** Aug 2023
Responsibilities : **Accountant**

- Filing and reporting
- Bank Reconciliation
- Payroll Accounting
- Payment verification and authorization

Employer : **National Finance and Exchange CO.W.L.L. Bahrain** Jul 2023
Role : **Money Changer**
Responsibilities :

- Assist customers with various transactions, such as deposits and withdrawals.
- Dealing in cross currency transactions.
- Working on bank transactions and inter-company transactions.
- Working closely and responsibly with internal finance teams.
- Maintaining accurate and comprehensive records.
- Expertise in currency exchange.
- Maintaining accurate and efficient transactions.
- Demonstrate a proactive approach to adapting to market fluctuations for the benefit of both the business and customers.
- Ensuring strict adherence to regulatory guidelines and compliance with anti-money laundering (AML) and know your customer (KYC) policies.
- Maintaining detailed and organized records of currency exchanges for auditing purposes.

Software Skills

MS Excel

MS Office

MS PowerPoint

MS Word