THANVEER C.P

✉ thanveercp@gmail.com

☎ +965 65846520

🔍 Kuwait City

Key skills

- Handle daily cash collections and deposits.
- Maintain accurate cash and payment records.
- Invoicing, Data entry
- Manage petty cash and ensure proper documentation.
- Financial reporting
- Accounts payable
- Accounts receivable
- Bank reconciliation
- Vendor/Customer reconciliation

Education

- 2025 Certified Course for Python Django - React- Full Stack Web Development from Luminar Technolab Kochin
- 2007 Certified Course for Practical Accounting and Computerized Accounting (Tally)Sree Shankaracharya Institution   Kannur
- 2006 Bachelor of Arts(History) University of Calicut
- 1997 Pree Degree Sir Syed College Taliparamba University of Calicut.
- 1996 High School Board of Public Examination Kerala India

Software proficiency

VS code|Pycharm| Tally | Track | MS office

Professional overview

Dedicated professional with 11 years of Accounts and Admin experience in Kuwait, now building a career in IT as a Python / Django Developer. Strong background in data accuracy, reporting, and system handling, with growing expertise in web application development. Motivated to contribute to entry-level IT roles while continuously learning and improving technical skills.

Professional experience

Jumbo Tour & Travel Co. Kuwait
Accountant Cum Cashier| Sept 2018 – Dec 2024

Roles & Key Responsibilities:

- Recorded, verified, and maintained daily financial transactions in compliance with company standards.
- Maintained Daily Sales Reports (DSR) and updated cash, card, and bank entries accurately.
- Prepared customer invoices, verified supplier invoices, and created Proforma invoices.
- Monitored travel and ticketing staff accounts, including credit sales and outstanding balances.
- Tracked staff-issued tickets, verified payments, and prepared credit usage reports.
- Collected and validated Travel Approvals and Purchase Orders (POs) for ticketing and travel services.
- Performed bank, cash, and credit card reconciliations; handled secure daily cash and POS collections.
- Followed up with customers for pending payments and coordinated with clients and internal teams.
- Supported Accounts Receivable (A/R), Accounts Payable (A/P), and Management Information System (MIS) operations.
- Maintained accurate records in accounting software (Track).

Alqabass Assurex, Kuwait
Document Controller and Cashier| 2013 – 2018

Roles & Key Responsibilities

- Handle daily cash transactions and maintain accurate cash records.
- Handled visa application forms, biometric documents, and applicant records in a secure manner.
- Verified personal documents for accuracy, completeness, and compliance with embassy requirements.
- Uploaded passport copies and applicant information into the visa processing system.
- Maintained confidentiality of sensitive applicant data according to data protection rules.

•Organized and updated case files, scanned documents, and maintained digital records.
• Assisted applicants with document requirements, fees, and application status inquiries.
•Prepared daily reports, file logs, and document tracking sheets.

Makah Hydraulics, Qatar
Accountant| 2012 – 2013
Roles & Key Responsibilities

• Recorded daily financial transactions and maintained accurate books of accounts.
• Managed accounts payable and receivable, ensuring timely vendor and client payments.
• Prepared journal entries and monthly financial summaries.
• Monitored petty cash, handled banking activities, and prepared bank reconciliation statements.
• Supported inventory accounting and maintained records of equipment and spare parts.
• Assisted in payroll processing and monthly expense reporting.
• Provided administrative and financial support to the management team for operational decisions.

Naqel Express, KSA
Ware House In charge| 2009 – 2011
Roles & Key Responsibilities

•Oversee day-to-day warehouse operations including receiving, storing, loading, and dispatching goods.
•Coordinate with drivers, dispatchers, and logistics teams to ensure timely delivery and collection of shipments.
•Supervise loading and unloading activities, ensuring safe handling and proper stacking of goods.
•Plan and organize warehouse space efficiently to support fast-moving transportation schedules.
•Monitor vehicle movements and ensure goods are correctly loaded according to route and delivery plans.
•Prepare daily, weekly, and monthly reports on warehouse activities, stock levels, and dispatch performance.
•Managed calls, tracked shipments, and maintained email communication with clients and internal teams.

Declaration

I hereby declare that all the information provided above is true and accurate to the best of my knowledge, and I take full responsibility for its correctness