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 **CURRICULAM VITAE**

**JINUVIN THOMAS**

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| Contact Information: |

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| Objective: |

* To work in the most challenging position with an organization that provides ample opportunities
* To learn and to contribute the maximum to that organization.
* To actively participate in the organizational growth.

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| Personal Strengths: |

Good communication skill, Leadership skill, quick learning, Hard-working, Team player, Patient, Adaptable, Committed.

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| Software Skills: |

Tally Accounting Software& Peachtree, MS-Word, MS-Excel, MS-PowerPoint. SAP Program

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| Educational Qualifications: |

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| **Course** | **University/Board** | **Percentage of Marks** | **Year of Passing** |
| M. Com with Finance | Mahatma Gandhi University, Kerala | 50 | 2017 |
| B. Com with Marketing | Mahatma Gandhi University, Kerala | 63 | 2012 |
| Vocational Higher Secondary(Commerce with Accountancy & Auditing) | Board of Higher Secondary Examination, Government of Kerala. | 67 | 2008 |
| Secondary School Leaving Certificate (SSLC) | Board of Public Examination, Government of Kerala. | 60 | 2006 |

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| Additional Qualification: |

* Advanced Diploma in Accounting
* Diploma in Professional Accounting
* Diploma in Computerized Financial Accounting
* Foreign Accounting
* Diploma in Computer Application and Literacy, DCFA
* Typing speed with 60 WPM
* Knowledge in Internet and E-mails
* Knowledge in SAP (Finance and Controlling)

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| Professional Experience: |

Worked as Accounts Trainee-cum-Audit Assistant with **M/s. Mathew Eapen & Company (Chartered Accountant)** from January 2016 to January 2017.

* **Job responsibilities**
	+ Carried out general accounting including preparation of journal entries.
	+ Any other duties that may be assigned by the office
	+ Maintaining balance sheet schedules, ledgers, account and bank reconciliations.
	+ Assisting with monthly closings and account analysis and supporting the senior accountant in carrying out the responsibilities of the accounting department.
	+ Maintaining custody of all accounting documents pertaining to area assigned.
	+ Verifying and accounting of all documents in accordance with the established policies and procedures.
	+ Ensure that proper approvals for all documents.
	+ Accurate Coding of all documents before input into the accounting system.
	+ Checking of all clients’ accounts and putting it for Chartered Accountant approval where applicable, preparing Accounts Register and day to day transactions.
	+ Checking the Trial Balances and preparing the Profit and Loss Account and Balance Sheet.
	+ Entering Tally accounts on the basis of Day and Cash Books.
	+ Checking the previous year’s opening and closing amounts entered in the Day and Cash Books and also verifying with Trial Balances.
	+ Perform office duties (auditing) to the extent they relate to accounting.
	+ Preparing Receipts and Payments (other than Trail Balance) accounts.
	+ Preparing G/L Accounting, Accounts Payable, Accounts Receivable for SAP Program.

 **Consultants**

KannattuArun Finance, Kannattu Finance, Southern Industrial Company Pvt. Ltd.

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| Personal Profile: |

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| Permanent address | : | KadakkilethuJinuvilla,Mulakuzha P.O.,Chengannur,Alappuzha, Kerala, Pin Code 689505. |
| Father’s Name  | : | Late Mr.ThomasNinan |
| Mother’s Name | : | Mrs.Annamma Thomas |
| Date of Birth | : | 26/05/1990 |
| Sex | : | Male |
| Religion | : | Christian |
| Nationality | : | Indian |
| Marital Status  | : | Single |
| Mother Tongue | : | Malayalam |
| Languages Known | : | English, Malayalam |

I hereby declare that the above information are true and correct to the best of my knowledge and can be supported with reliable documents when needed.

**Chengannur**

**Kerala JINUVIN THOMAS**