

Curriculum vitae

Jino Thomas

Accountant

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CAREER OBJECTIVE

Looking forward for an organization that offers a challenging, stimulating, learning environment to work in and provide scope for individual & organizations development, which offers attractive prospects for long term development and career growth.

ABOUT ME

I have considerable experience in the Accounting system and have 4 Years experience for accounting field and 2 years experience in cashier

I am keen on learning things faster and have strong communication skill. I have strong computer efficiency as well and quite proficient in Microsoft Word, Microsoft Excel, Microsoft PowerPoint presentation, Tally ERP 9, Quick books, Peachtree.

PREVIOUS EXPERIENCE

- Worked as an office clerk 1 year experience (January 2021 to December 2021) at World Star Man power sharjah.
- Worked as an Accountant 1 year experience (November 2019 to December 2020) at Dew Drops Air Conditioning LLC Dubai
- Worked as an Accountant Heal Foundation (February 2018 to February 2019) New Delhi India
- Worked as an Cashier 2 year experience (November 2015 to November 2017) at Center point Saudi Arabia.
- Worked as an Accountant 1 year experience (November 2014 to October 2015) at Metro fair Handlooms Kerala
- Worked as an Accountant 2 year experience (November 2012 to November 2014) at Kosamattam Finance Kerala.

QUALIFICATION SUMMARY

- B.Com with Computer Application 2012 (M G University)
- Plus Two (Kerala Board)
- SSLC (Kerala Board)

Core Competencies

- Good command over English, Hindi ,Malayalam.
- Effective inter-personal skills.
- Confident
- Quick learner
- Dedicated and highly motivated
- Positive Attitude
- Problem Solving Skills

IT Skills

- MS- Office Suite (Excel, word, power point)
- Tally
- Peach tree
- S times ERP

PERSONAL INFORMATION

Full Name	: JINO THOMAS
Sex	: MALE
MATRIAL STATUS	: SINGLE
Father Name	: THOMAS KURIAN
Mothers Name	: RAJAMMA THOMAS
Date of Birth	: 31- MAY -1988
Passport No.	: T4686220 (valid till 14-03-2029)
Visa Status	: Visiting Visa
Nationality	: Indian
Languages Known	: English, Arabic, Malayalam and Hindi

DECLARATION

I hereby declare that the above information provided is accurate to the best of my knowledge and belief. If given a chance, I assure you to work the utmost satisfaction of my superior and prove to be and asset for your esteemed organization.

Jino Thomas