

PERSONAL PROFILE



EBIN THOMAS

ADDRESS FOR COMMUNICATION

KALAPPURACKAL (H)
MUTHAPPANPUZHA (PO)
KARIMBU, THIRUVAMBADY
KOZHIKODE, KERALA,
INDIA. 673603

CONTACT NO.

+971528610120 -UAE
+919562849976-INDIA

E mail id:

ebinthomas916@gmail.com

PERSONAL DATA

DATE OF BIRTH: 03/10/1994

AGE: 28

GEND: MALE

NATIONALITY: INDIAN

RELEGIION: CHRISTIAN.

MARITAL STATUS: SINGLE

PASSPORT NO: P2199569

LANGUAGES KNOWN:

ENGLISH

MALAYALM

HINDI

TELUGU

CAREER OBJECTIVE:

One who is aspiring corporate culture, to pursue a successful, challenging & exciting career in the areas of Accounts, finance, management, and administration. While being able to dispense my maximum potential to the benefit of the organization and to accumulate my career growth alongside.

EXPERIENCE ABSTRACT:

Currently working as **ACCOUNTS PAYABLE** at **LULU GROUP**

INTERNATIONAL Abudhabi region Since from the date **23/02/2021**

DUTIES AND RESPONSIBILITIES:

- ❖ Processed invoices with appropriate documentation and approval, utilizing **SAP** to track and organize payments.
- ❖ Monitor payments and expenditures.
- ❖ Payroll management.
- ❖ Reconcile more than 200 vendor's account.
- ❖ Processing and posting invoices under the Guidance of **UAE VAT** law.
- ❖ Maintain the general ledgers.
- ❖ Perform month end account analysis.
- ❖ Recording and analyzing cash management system.
- ❖ Analyzing over all transactions and passing journal entry.
- ❖ Cash Management & Budgeting - Petty Cash Management & Cost Control.
- ❖ Reconciliation of bank

EXPERIENCE ABSTRACT:

ACCOUNTS RECEIVABLE and **ADMINISTRATOR** at **LAMIT GROUP**

INDIA PVT since from the date of 01.11.2018 to 31.01.2021

DUTIES AND RESPONSIBILITIES:

- ❖ Monitored all receivable, payable, payroll, purchase orders, invoices and accounts statement by using **TALLY ERP 9**.
- ❖ Leadership over Sale team Accounts, Marketing, and management over the employees.
- ❖ Administering general bookkeeping and facilitating reconciliation of banks, Debtors & creditors, statement of various client.

- ❖ Reconciliation of bank
- ❖ Follow up collections and ensure 0% blacklist from the market.
- ❖ Logistic control and management of the division.
- ❖ Inventory management and control of the division

TECHNICAL SKILLS:

- SAP
- TALLY ERP 9
- MS OFFICE TOOLS.
- SAP (VIM, ANALYSER, TP AND BACK STORE)

EDUCATIONAL QUALIFICATIONS:

Degree/Course	University / Board	year	CGPA
Master of commerce	Calicut university /MAMO college Mukkam.	2018	2. 6
Bachelor of commerce	Andhra Loyola college/Krishna university	2016	72
Higher secondary	Kerala higher secondary board	2012	75

PERSONAL ATRIBUTES:

- ❖ Result oriented attitude &self control.
- ❖ Team player and facilitator.
- ❖ Enjoy working in a team.
- ❖ Systematic approach to situations.
- ❖ Flexible and adaptable to changing priorities.
- ❖ Enthusiastic and capable of working on own initiative.

DECLARATION

I hereby confirm that the details furnished above are true to the best of my knowledge and understanding.

DATE 25.06.2023

PLACE: Abudhabi

EBIN THOMAS.