# 3776.jpg

# GIBY

### Email: [giby.341334@2freemail.com](mailto:giby.341334@2freemail.com)

**OBJECTIVE**

* To be able to enhance my career in the financing or accounting services and utilize the knowledge and skills gained from my articleship and post graduate studies in commerce. To make a successful career in an organization where I can prove myself as a key resource and find opportunities for learning and growth.

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| **WORK EXPERIENCE** |

**M.J. Thomas & Co (3 Years)**

Over 3 years of qualitative experience in audits, accounts, special assignments and taxation services for a wide range of companies in the manufacturing, construction and services industry.

Adept at finalization of accounts, resolving complex accounting issues and final audit presentations for clients like construction companies and service sector companies.

**Key responsibilities handled effectively:**

* Responsible for preparation of accounts for firms, Charitable Institutions and proprietary concerns.
* Audit & preparation of accounts of Chit Funds and Financiers.
* Financial statement preparations of Charitable Institutions, trusts (hospitals, schools, collages, churches), clubs.
* Statutory audit of nationalized and other banks.
* Tax audit of private companies, firms, trusts, proprietary concern.
* Statutory audit of Government companies.

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| **TRAININGS & COURSES ATTENDED & COMPLETED** |

* CA Inter (Group 1) from Institute of Chartered Accountants of India.
* 100 hours Compulsory Computer Training conducted by the Institute of Chartered Accountants of India.
* 15 days Compulsory General Management and Competency course conducted by the Institute of Charted Accountants of India.
* One week Compulsory Orientation programme conducted by the Institute of Chartered Accountants of India.
* Successfully completed TALLY ERP9 from KELTRON.
* Diploma in Value Education
* Successfully completed a course from Tax Study Centre, Kottarakara

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| **EDUCATION** | | | | |
| **Qualification** | **Year** | **College/School** | **Board/University** | **Result** |
| M.COM | 2015 | M.G University, Kottayam, Kerala | M.G University, Kottayam, Kerala | 59% |
| B.COM | 2011 | St. Berchman’s College, Changanacherry,  (kerala) | M.G University, kottayam, Kerala | 75% |
| 12th | 2008 | St.Behanans HSS, Vennikulam ,(Kerala) | Kerala State Board | 83% |
| 10th | 2006 | St.Johns HSS, Eraviperoor,(Kerala) | Kerala State Board | 76% |

**SKILL SETS**

* Excellent at computers. (Ms Excel, Tally ERP 9)
* High grasping power and good absorbing capacity.
* Willingness to work in a Team.
* Friendly, Honest & Sincere.

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| **PERSONAL DETAILS** | |
| **Name** | GIBY |
| **Visa Status** | Visit, (Up to 25.04.2017) |
| **Marital Status** | SINGLE |
| **Date of Birth** | 04-07-1989 |

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| **DECLARATION** |

I hereby assure that all the information provided above in my resume is true. I assure my service to your organization may be made remarkable by best use of my knowledge and calibre.

  Date: 14.02.2017

Place: Abu Dhabi,