** THOMAS**

**E-MAIL:** [Thomas.381847@2freemail.com](mailto:Thomas.381847@2freemail.com)

**PROFESSIONAL SYNOPSIS**

Under direction, performs a variety of professional level accounting duties involved in preparing, maintaining, analyzing, verifying, and reconciling complex financial transactions, statements, records, and reports; maintains the accuracy of the City’s ledgers and subsidiary financial systems; assists in

the preparation of assigned budgets, annual audit, and year end closing; and provides highly responsible staff assistance to assigned management staff.

**EDUCATIONAL QUALIFICATION**

* Certified Management Accountant**(CMA-USA)-** Pursuing
* Bachelor Degree in Commerce (**B.Com**) –2016– INDIRA GANDHI NATIONAL OPEN UNIVERSITY, INDIA
* Chartered Accountancy- Common Proficiency Test-2013-THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

**OTHER CERTIFICATES**

* Integrated Course on Information Technology and Soft Skills, Certified by THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA
* Information Technology Training Course, Certified by THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA
* Certificate in Computer Hardware and Networking, Certified by GOVERNMENT OF INDIA
* Certificate in Animation, Certified by AMERICAN CENTRAL UNIVERSITY

**WORK EXPERIENCE**

1) Organisation: BSJ & ASSOCIATES

**BSJ & ASSOCIATES** is an Independent Partnership firm running by Qualified CharteredAccountants of India having **8 Branches all over India.** Their main area of business is providing services related to Tax matters, Accounting & Book keeping, Company Incorporation, Audit Of various firms, Company Audit(Statutory, Internal & Interim), Audit of Banking Companies(Statutory & Concurrent), Company Financial Statements MCA-XBRL filing etc.

**Presently I am assisting the Audit manager for the entire group and coordinating with AUDITORS for the entire group.**

Designation: **Executive (Accounts & Audit)**

Period: **June 2015–** **June 2018**

**Job Description:**

* Remain a main point of contact for financial related issues.
* Audit & Assurance.
* Vouching of all financial transactions and ensuring supporting documents.
* Ledger analysis, Debtors Creditors analysis, Accounts reconciliation.
* Reconcile financial ledgers and records; prepare financial statements and reports, general and subsidiary ledgers and supporting schedules; research and resolve discrepancies.
* Ensure accuracy of information contained in financial reports & their compliance with statutory requirements.
* Review and analysis of all ledger accounts and its reconciliations monthly.
* Prepare bank reconciliations and related journal entries for a variety of accounts.
* Maintaining books of accounts of retainer clients like companies, limited liability partnerships, partnership firms, sole proprietorships etc.
* Ensure reconciliation of all sub ledgers & general ledger is performed on regular basis.
* Ensure General Ledger entries are accurate and are in line with Company Procedures & Indian Accounting Standards.
* Finalize Trial Balance with supporting schedules.
* Fixed asset verification, stock verification, liabilities verification, etc.
* Analysis on trial balance.
* Finalization of Accounts in accordance with financial reporting standards and regulatory requirements.
* Preparation of audited financial statements as per Schedule III of Companies Act, 2013
* Calculation of Depreciation on rates prescribed under Schedule II of Companies Act, 2013
* **MCA- XBRL filing- Proficient in Rhapsody tool for filing of financial statements on the website maintained by Ministry of Corporate Affairs of India.**
* **Filing of monthly sales tax return, quarterly service tax return, quarterly TDS (Tax Deducted at Source) return, yearly Income Tax return.**
* **Goods and Service Tax return filing.**

**SKILLS & CORE COMPETENCIES**

* Proficient in **QuickBooks, Tally, Rhapsody & M.S. Office.**
* Communicate clearly and concisely, both orally and in writing.
* Quick at learning new concepts and technologies and putting them to use.
* Displaying initiative and independence and can work on own or as a part of a team.
* Experience of working in team base cultures which are highly Competitive and adhere to deadlines.
* Results-oriented, high energy, hands-on professional in the field of accounting.
* Excellent speaking ability in English.
* Quick grasping & implementing the needs.

**PERSONAL INFORMATION:**

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| --- | --- | --- |
| ● Age / Marital Status | | : 24 / Single |
| ● | Languages Known | : English, Malayalam & Hindi. |
| ● | Nationality | : Indian |
| ● | Religion | : Christian |

**DECLARATION**

I hereby declare that the above mentioned information regarding me are fair and correct in my view.