

ELDHOSE M THOMAS



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📍 Al Qusais, Dubai, UAE

🌐 <https://www.linkedin.com/in/contact-eldhosemthomas>

🚀 SKILLS

Strong mathematical aptitude

Book keeping and Accounting skills

Excellent customer service

Leadership skills

Organizational skills

Attention to detail

Communication skills

Problem solving abilities

Time management

Adaptable to job circumstances

Proficient in Microsoft Office Excel, word etc...

Integrity

Product knowledge

Proficient in computer usage

👤 PERSONAL DETAILS

Date of Birth : 05/06/1995

Marital Status : Single

Nationality : Indian

Gender : Male

Passport No : T6674286

Visa status : Visiting visa

Visa Expire on : 11 September 2023

🎯 OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

🎓 EDUCATION

Bachelor's in Commerce 2013-2016

Mahatma Gandhi University, Kottayam

Accountancy and Auditing 2011-2013

Board of Vocational Higher Secondary

💼 EXPERIENCE

Head Cashier cum Supervisor 01 May 2018 - 30 September 2022

Indian Oil Corporation (P K Sajeew & Co)

👤 DUTIES AND RESPONSIBILITIES

Overseeing cash and credit transactions

Managing cash register

Manage all accounting transactions

Reconcile accounts payable and receivable

Payroll preparation

Ensure timely bank payments

Prepare financial documents

Supervising sales

Ensuring proper cash handling procedures are followed

Training new employees

Handling customer inquiries or complaints related to transactions

Receive payments by cash, credit or debit and issued receipt, refund, credit or change due to customers.

Arrangement of shifts and guide the team

Evaluating performance

Addressing employee and customer complaints or suggestions

Stock and stock register management

Providing safe and positive working environment

Responsible for overall management

👥 REFERENCE

Sanu Sajeew - P K Sajeew & Co

Managing Partner

sanu.kur@gmail.com

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INTERESTS

Reading books

Watching movies

Listening music

LANGUAGES

English (Expert)

Malayalam (Native)

Hindi (Intermediate)

Tamil (Fluent)

Binil P V - Mar Baselios College

Lecturer

binilymbc@gmail.com

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DECLARATION

I solemnly declare that the information furnished above is free from errors to the best of my knowledge and belief.



ELDHOSE M THOMAS