



Jibin Thomas

United Arab Emirates 🇦🇪

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Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

Experience

- **Motivators General Trading LLC (Dubai)**

February 2023 - July 2023

Accountant

Analysed monthly balance sheet accounts for corporate reporting.

Reconciled accounts from income and expense data to net worth and assets.

Created yearly balance sheets to track financial trends and performance.

Updated journal entries and accounts on accrual basis with Tally software.

Reviewed and processed employee expense reports and vendor invoices for payment.

Prepared monthly bank reconciliations.

Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.

Filed tax returns and prepared governmental reports in compliance with strict standards.

Checked and imported payroll and pension data to pay salary deductions.

Liaised with and managed relationships with external auditors to prepare excellent audit reports.

Maintained strict confidentiality over employee data in compliance with internal organisational policies.

- **Al Razouki International Exchange Co LLC (UAE)**

June 2015 - December 2022

Junior Officer

Doing remittance transactions for all countries

Manage and handle the cash transactions at the counter and ensure the delivery of quality service to customers

Balancing the cash at the end of the shift and preparing the necessary reports

In Manager Absence managing the branch

Team Working and effecting in leading

Following up with bank representatives through mail or phone & sorting out the problems faced by the customer

Following the Central bank & Company procedures when performing transactions

Managing the whole WPS transactions of the Branch

Guiding the junior officers in their day to day activities

Day to Day reviewing of the transactions stuck in AML & replying to it accordingly.

- **Himech Equipment Pvt Ltd**

April 2012 - March 2015

Assistant Accountant

Managed the Entire Accounts related work for the Branch Office as well as the Billing & other works related to the Head Office

Managed the delivery of materials to the customer for improving customer satisfaction

Having skills in making of Quotations and Proformas

Having skills in making Bills forms for the collection from Railways

Having skills in doing Vat Computation, Bank Reconciliation, TDS related entries, Handling of Petty Cash Books.

Prepared client billing under guidance from billing manager.

Prepared bank deposits, checking and correcting any errors.

Maintained and improved company bookkeeping processes.

Answered member calls regarding accounts and made necessary adjustments and payments.

Entered transactions into internal databases.

Reconciled all company accounts, including credit cards and expenses.

Verified items billed against items received, following up with vendors to reconcile variances.

Monitored accounts payable and receivable statuses, keeping financial records up-to-date.

Managed payroll by tracking employee hours and entitlements.

Assisted in preparing monthly, quarterly and year-end tax returns.

Evaluated employee expense reports and verified accuracy.

Analysed financial information to identify discrepancies.

Maintained company purchase and sales ledgers.

Controlled credit and confirmed debtors paid dues on time.

- **Unitrade India**

April 2010 - March 2012

Assistant Accountant

Coordinated completion of client requests following directions from partners and managers.

Monitored accounts payable and receivable statuses, keeping financial records up-to-date.

Prepared client billing under guidance from billing manager.

Answered member calls regarding accounts and made necessary adjustments and payments.

Reviewed customer invoices for accuracy and posted information to general ledger.

Maintained and improved company bookkeeping processes.

Prepared bank deposits, checking and correcting any errors.

Evaluated employee expense reports and verified accuracy.

Processed routine and wire transfers for assigned portfolios.

Entered transactions into internal databases.

Maintained company purchase and sales ledgers.

Controlled credit and confirmed debtors paid dues on time.

Education

Course / Degree	School / University	Grade / Score	Year
Bachelors of Commerce (Accounting)	Maharaja SayajiRao University		2011

Skills

- Adaptability
- Attention to Details
- Customer Service
- Ability to Multitask
- Ability to work under pressure
- Teamwork

Interests

- Cooking
- Travelling
- Music
- Videogames
- Cricket

Languages

- English
- Malayalam
- Hindi
- Gujarati

Personal Details

- Date of Birth : 13/01/1991
- Marital Status : Single
- Nationality : India
- Gender : Male

Additional Information

Visa Status : On Visit Visa.