

# TINU EAPPEN KURUVILLA

## TELLER

I am a B Com Graduate and an emerging professional with over a total 5 Years of Experience in Accounts and Teller. Now I am currently seeking opportunities for a Teller role.

## WORK EXPERIENCE

2023 to 2024

### Accounts and Operations - Head Office

**Microfinance Muthoot Mini Financiers Ltd – Ernakulam Kerala India**

- Daily Transactions Record
- Record Journal Entries
- Handling Customer Complaints
- Daily monitoring of Fund Transfer
- Bank reconciliations
- Daily Collection updating
- Death Insurance Claiming and related Works
- Monitoring NPA and Arrear Customers of Branches

2021 to 2022

### Accounts Executive/Cashier – Service Center

**Muthoot Honda Cochin (Two-Wheeler Dealer) - Ernakulam Kerala India**

- Cash Handling
- Monitor account receivable and payable on periodic basis
- Prepare Sales bills and Purchase bills
- Perform general accounting functions, including preparation of journals
- Handle Tax, TDS and GST Reports
- Handle monthly, quarterly and annual closing

2017 to 2019

### Accounts Executive/Cashier

**SML Finance Pvt Ltd - Ernakulam Kerala India**

- Teller (Cash Handling And resolving customer complaints)
- Banks reconciliation
- Prepare necessary vouchers real time (Bank/Journal) daily basis on each transaction and keep filed in chronological order
- Daily Accounting of Bank Receipts and Bank Payment Entries for Corporate office
- Daily payment and receipts accounting for branches
- Registers are to be updated with day-to-day transactions

## EDUCATION

2012 to 2015

### B Com with Computer Application

**Mahatma Gandhi University Kerala India**



## Personal Information

-  DOB: 04-11-1992
-  Nationality: Indian
-  Location: Sharjah, UAE
-  Phone: +971 56 306 3665
-  Mail ID: tinukuruvilla@gmail.com
-  Visa Status: Visiting Visa
-  Languages: English,Hindi,Malayalam

## Professional Skills

- Tally ERP9
- Dimension Software
- Microsoft Excel
- Microsoft Word

## Certificates

- Microsoft Office Specialist
- Tally
- Advanced Certified Indian & Foreign Accounting (ISO 9001-2008)

## Professional Training

I Completed my exclusive training from **The Institute of Certified Accountants (I C A)**

## Areas of Interest

- Accounting and Finance
- Administration and Management