



# JITHINTHOMAS

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**Location:** Abu Dhabi, UAE

## SUMMARY

Experienced professional with a strong background in Banking , accounting, administration, and business development. Expertise in Cash handling , financial reporting, payroll management, bank reconciliation, and inventory control. Proven success in client relationship management, customer service, and executive support. Skilled in Retail banking ,sales strategies, market analysis, and business growth initiatives. Adept at optimizing office operations, managing teams, and supporting senior executives. Seeking to leverage my experience to drive organizational success and efficiency in a dynamic role.

## EDUCATION

### Master of Commerce (M.Com)

Annamalai University, 2023

### Bachelor of Commerce (B.Com)

University of Calicut, July 2017 – 2020

### Higher Secondary Education

Kerala Board of Higher Secondary Education, 2017

## SKILLS

- Financial Reporting
- Budgeting & Forecasting
- Accounts Payable/Receivable
- Payroll Processing
- Cash Handling
- Transaction Management
- Office Management
- Document Filing
- Customer Satisfaction
- Financial Transactions
- Communication
- Lead Generation
- Sales Strategy
- Retail Banking
- Problem-Solving
- Team Collaboration

## PERSONAL INFO

- Nationality: Indian
- Date of Birth: 25/10/1999
- Gender: Male
- Marital Status: Single
- Passport No: X7229692
- Expiry date: 23/03/2033

## PROFESSIONAL EXPERIENCE

### Accountant

Horizon Digital Hub, Mannarkkad, Palakkad

Jan 2024 – Nov 2024

- Managed accounts payable/receivable and processed invoices.
- Reconciled accounts and maintained accurate financial records.
- Assisted in financial statement preparation and reporting.
- Ensured GST compliance and timely tax filings.
- Monitored cash flow, budgeting, and forecasting.
- Resolved billing discrepancies with vendors/clients.
- Supported monthly, quarterly, and annual financial reporting.
- Managed fixed assets and inventory accounts.

### Accountant

Finite Accounts Solution, Mannarkkad, Palakkad

Jan 2023 – Jan 2024

- Prepare financial statements and payment vouchers.
- Process payroll and reconcile advances.
- Manage stock inventory and bank accounts.
- Handle petty cash, cheques, and receipts.
- Maintain bank reconciliation and generate reports.
- Issue sales orders and invoices.
- Monitor cash flow and financial operations.

### Office Assistant

South Indian Bank Limited, Mannarkkad, Palakkad

Jul 2020 – Dec 2022

- Assisted with branch operations and customer transactions.
- Processed loans, insurance, and account openings.
- Managed cash handling and customer service.
- Built relationships with clients and resolved queries.
- Supported audits and documentation tasks.
- Maintained customer records and updated databases.

## LANGUAGES

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- Malayalam - Native
- English - Proficient
- Hindi - Proficient

## TECHNICAL SKILL

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- Tally ERP 9.0
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint

## ACHIEVEMENTS

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- Analytical Study on Investment Behavior of NREs in Kerala
- Customer Preference and Satisfaction Towards Banking Services