

LIBIN THOMAS

PROFILE

A Graduate in Business Administration, Passionate about working in business and finance with a strong desire to learn and develop business acumen. Highly organized, with strong problem-solving and analytical skills. Proven ability to Communicate effectively and lead a team. Experienced in working with multiple stakeholders and in a fast paced environment.

EXPERIENCES

ACCOUNTING AND AUDITING ASSISTANT

T MATHEW & CO ,(CHARTERED ACCOUNTANTS) Kerala, India.

NOV 2022 – APR 2024

- Acquired comprehensive training in diverse auditing areas, including Internal auditing, Inventory auditing, Statutory auditing and tax auditing
- Expertise in Income Tax, GST, TDS, Statutory requirements of companies and also assisted my principal in conducting GST Audit of prestigious clients such as Axiom Global Oil and Gas Trading Private Limited Company, Inkel Limited Company.
- Adhered departmental controls and regulations and maintained ethical conduct all the times.
- Acquired expertise in GSTR filing (monthly and annual), TDS return filing, Annual returns of companies filing, and Incorporation of company, Payroll processing GST registration, Income Tax registration and Tax planning.
- Conducted audits in coordination with senior team members, verified adherence to audit scope and timelines and performed analytical audit reviews to confirm accuracy
- SOA preparation and follow up.
- Analyzation and recommendation changes using Tally Prime Software.

SKILLS

- Teamwork • Software skills • Accounting and Book keeping • Auditing
- Communication • Leadership & Problem solving • Time Management
- Documentation • Presentation of reports • Client Management • Petty cash vouching • Bank Reconciliation • Spreadsheet proficiency • Accounting principles • Financial Reporting • Adaptability



CONTACT

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Abu Dhabi, UAE

ABOUT ME

Proven ability to work independently and as part of a team. Accurate and detail – oriented accounting graduate passionate to contribute expertise in to a dynamic organization.

LANGUAGES

- English
- Malayalam
- Hindi

SOFTWARE SKILLS

- Microsoft Excel
- Microsoft Powerpoint
- Microsoft Word
- Tally Prime
- Financial Statement – analysis

EDUCATION

- **Musaliar College Of Arts & Science,**
Kerala, (Mahatma Gandhi University)
BACHELOR OF BUSINESS ADMINISTRATION (2022)
- **ANUPAMA SCIENCE ACADEMY, Kerala**
NOIS (2018) Plus Two
- **Marthoma Higher Secondary School,**
Kerala Board (2015) SSLC

PERSONAL DETAILS

- DATE OF BIRTH : 08/04/1999
- MARITAL STATUS : SINGLE
- NATIONALITY : INDIAN
- GENDER : FEMALE

DECLARATION

I hereby declared that the above mentioned details are true to the best knowledge and belief . I assure you that I will discharge my duties to the almost satisfaction of my superiors and put in hard work .

DATE :-

Libin Thomas

PLACE :- Abu Dhabi