

# **CURRICULUM VITAE**

**SIBI THOMAS.A**

**MANAMA, BAHRAIN**

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## **OBJECTIVE :**

I AM LOOKING FOR A RESPONSIBLE POSITION WITH A GREAT ORGANIZATION WHERE I CAN USE MY SKILLS FOR THE BETTERMENT OF ORGANIZATION.

## **ACADEMIC OUALIFICATION :**

SSLC  
PLUS TWO  
B.COM  
MBA

## **WORKING EXPERIENCE :**

CURENTLY WORKING AS AN ACCOUNTANT AT ASTAR BUILDING MAINTENANCE WLL

ONE YEAR AS AN ACCOUNTANT JKS JEWELS PVT LTD  
BANGALORE, KARNATAKA

THREE YEARS AS AN ACCOUNTANT IN SRIVARI AUTOMOTIVES PVT LTD  
KUNNAMKULAM

SIX MONTHS EXPERINECE AS AN ACCOUNTANT IN TLV RESORTS KODAIKANAL,  
TAMILNADU.

## **JOB PROFILE :**

PREPERATION OF MONTHLY REPORTS  
MAINTAINING LEDGER ACCOUNTS  
DAILY COLLECTION AND DEPOSITS  
STOCK VERIFICATION  
CHECKING VOUCHERS, PAYMENT, RECEIPT, PURCHASE, SALES, STOCK REPORT, OFFICE  
CASH BOOK... ETC  
MAINTENANCE OF CASH RECEIPTS/PAYMENTS BOOK, CREDITORS/DEBTORS LEDGER  
CORRESPONDENCE AND FILING

**COMPUTER SKILLS :**

MS OFFICE  
TALLY ACCOUNTING PACKAGE  
. QUICK BOOKS  
. ODOO  
. SAP

**PERSONAL INFORMATION :**

FATHER'S NAME	:	THOMAS.A.K
AGE	:	25
DATE OF BIRTH	:	24-01-1996
LANGUAGES KNOWN	:	ENGLISH, HINDI, MALAYALAM &TAMIL
RELIGION	:	CHRISTIAN
SEX	:	MALE
MARITAL STATUS	:	SINGLE
NATIONALITY	:	INDIAN

**DECLARATION :**

I HEREBY DECLARE THAT THE ABOVE SAID INFORMATION'S ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

PLACE :THRISSUR  
DATE :

SIBI THOMAS.A