

ABHISHEK GEO THOMAS

PROFESSIONAL SUMMARY

Highly organized and detail-oriented worker, with a drive to exceed expectations. Ability to analyze data, develop strategies, and provide solutions to complex problems. Seeking to leverage skills and knowledge to contribute to team success.

EXPERIENCE

Senior Accounts Executive

September 2016 - May 2025 Pushpagiri Medical College Hospital, Thiruvalla, Kerala

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes the current financial status by collecting information, preparing a balance sheet, a profit and loss statement, and other reports.
- Substantiates financial transactions by auditing documents.

Accounts Trainee

January 2015 - June 2015 | Akay Flavours & Aromatics Pvt Ltd., Pathanamthitta, Kerala

- To assist the accounts officer in checking the bills of suppliers and sub-contractors.
- To make the payment vouchers for subcontractors.
- To prepare the payroll of employees, and to negotiate with various distributors.

Junior Executive

March 2012 - December 2014 | Muthoot Finance Limited, Vennikulam

- Deal with customers, know their needs, and fulfill them.
- Foreign Exchange: Buying and Selling.
- Interacting with customers to attain the goals outlined by the company for its expansion & improvement.
- Provide proper information to customers regarding the latest financial products of the company, such as NCDs, and insurance plans.
- Delivered timely responses to customer inquiries via phone or email.



CONTACT

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- abhishek1951@gmail.com
- Thiruvalla, Kerala 689544
- 19 March 1988
- Indian

SKILLS

- Thorough knowledge of Accounting
- Strong analytical skills
- Problem solving
- Organizational ability
- Ability to deal with people diplomatically
- Willingness to learn
- Managerial skills
- Leadership skills
- Adaptability

LANGUAGES

- **Malayalam**
Native
- **English**
Fluent

- Reconciles financial discrepancies by collecting and analyzing account information...
- Coordinated audit activities with external auditors, ensuring compliance with regulations and standards.
- Utilized advanced software applications to manage accounts payable, receivable, payroll and budgeting processes.
- Provided technical guidance on accounting issues to junior staff members.

EDUCATION

MBA in Finance and HR

January 2011
MACFAST, Kerala

Bachelor of Commerce

January 2009
Mahatma Gandhi University, Kerala

Higher Secondary (+2)

January 2006
St.Behanans Higher Secondary School

Secondary Education (10th)

January 2004
Bethany Academy

REFERENCES

Johnson Mathew — Pushpagiri Medical Society, Tiruvalla

Finance Manager
+91 9562767675

PERSONAL INFORMATION

- Age: 37
- Passport Number: S1181631
- Father's Name: Mr. Sam Thomas
- Gender: Male
- Marital Status: Married

HOBBIES AND INTERESTS

- Music
- Travelling

PROJECTS

Mini project, Conducted an organizational study with Air India-SATS private Limited, Bengaluru International Airport, Karnataka, May 2010
Main Project, Conducted Financial Performance analysis at Prabhuram Mills Limited, Kerala., 01/06/2011 - 15/07/2011

CERTIFICATIONS

- MS Office Packages
- Tally

DISCLAIMER

I, Abhishek Geo Thomas, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.