

***CURRICULUM VITAE***

*Name of the applicant : V.I.THOMAS*

*Address for communication : SOORYALAYA*

*House No515,Ward No10*

*Kottarakavu,Mavelikara,*

*Alleppey dist. Pin-690101*

*Marital status : Married*

*Date of Birth : 20-03-1959*

*Nationality : Indian*

*Languages known : English, Hindi,& Malayalam*

*Educational Qualification : 1.Passed B.Com Degree in 1979 from Kerala University.*

*: 2. Passed M.Com degree in 1981 from Kerala university, Optional Subjects. Financial Management.*

*:3.Passed Chartered Accountancy ( Intermediate)*

*Knowledge of Computer :Conversant in Wordstar, Excel, Word and Accounting Package in Tally ERP 9*

# WORK EXPERIENCE

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1.ACCOUNTING :Worked as an Accountant in a Dubai based Company dealing in Trading, Manufacturing and Contracting from February 1989 to November 1994( 6 years)

###### NATURE OF WORK

*1.Preparation of Cash &Bank Vouchers and entry of the same in the Accounting Package*

*2.Bank Reconciliation Statement*

*3.Invocing ,Follow up of debtors collection*

*4.Preparation of application for Letter of Credit And Export L.C.Documentation.*

*5.Handling of Cash, banking and Liason with Bank*

*6.Preparation of Profit and Loss account & Balance sheet &Finalization of Accounts*

*7.Preparation of Annual budget*

*8.Maintenance of daily Cash flow statements for Bank balance, LB, & LlC and Monitoring the above on daily basis.*

***2.AUDITING***

*COMPANY 1. P.E. Peethambaran & Co, Chartered Accountants, Cochin,*

*Period 1st September 1985 to 28th February 1987 (One and half years)*

*Position Held Audit Assistant*

*COMPANY 11 K.J. Thomas & Associates*

*Chartered Accountant, Cochin.*

*Period 1stMarch 1987 to 31st January 1989*

### Position Held Accounts Clerk.

*Nature of Works Under taken: 1.Vouching,finalisation of Accounts, Bank reconciliation Inter Branch Reconciliation ,Stock Verification, fixed assets &Depreciation Statement Verification, Preparation of Profit and Loss Account and balance sheet<preparation of schedules related to the Accounts, Preparation of Audit Report.*

## Present Employment :Worked as Assistant Manager (Accounts) in a Calicut based Public Ltd listed Company from September 1995 to 31st March 1999.

## Promoted and worked as Deputy Manager (Accounts) from 1-4-1999 to 31-5-2005.

Promoted and worked as **Manager (Accounts**) from 1-6-2005 to 31-05-2014.

Promoted and Worked as **Senior Manager (Accounts)** from 1-6-2014 to 31-05-2018

Promoted and Worked as **Group Manager (Accounts)** from 1-6-2018 to 15th October 2021

## Job Description 1. Accounts and Audit:

## 1) Supervision of the Finance department of a Public limited company listed with Madras stock exchange.

## 2,Finalisation of Financial Accounting for Statutory Audit .

## 3)Conducting Internal audit of Estates and preparation of Internal Audit Report and submission of the same to the management

## 4) Liaison with Banks for arranging Cash credit Term Loan and Long term Loans, Monitoring bank balances and disbursement of fund and payments.

## 5) Cash management.

## 6) Preparation of monthly financial Statement and MIS report to the Management

## 7 ) Preparation of statements to Cost Audit.

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## 2.Taxation

## a) Tax Planning and filing of Central Income Tax Return and agricultural income Tax return, other Tax matters and Liaision with Income tax .

#### **3) Secretarial and Legal matters**

a)Liaison with Company Secretary and Advocates for Company Law matters and legal matters of the company.

b) Secretarial work for holding the Board meetings & Annual General Meeting. Preparation of Minutes and filing of returns to Registrar of companies.

1. Company Correspondences related to bank Shares holders, demating of the shares and other accounts related matter

**4) Office Administration**

**Achievement** Winner of best performance award for exemplary Performance

Driving license Holding U.A.E & Indian driving License

Contact No

Mobile No. 7012497920

Mobile No. 7994876290

Present Salary

i) Rs.90600/- Per month

ii) Re imbursement of medical expenses.

iii) Company Car