



ALAN THOMAS

Date of birth: 30/10/2001 | **Nationality:** Indian **Gender:** Male **Phone number:** (+91) 8590006478 (Mobile) **Email address:** alanthomas2628@gmail.com |

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ABOUT ME

A B.Com graduate with valuable experience in the financial sector, I have a proven track record of contributing effectively in a dynamic accounting environment. My professional journey at Hill Range Tribal Farmers Producers Company Ltd. has equipped me with a deep understanding of financial processes and systems. With a clear vision to excel in the field of finance, I am eager to embrace the challenges and opportunities that come with a career in Finance Analytics. My commitment to continuous learning and growth is the driving force behind my aspiration to become a key player in shaping financial strategies and decision-making.

WORK EXPERIENCE

01/04/2023 – 04/01/2024 Idukki, Kerala, India

ASSISTANT ACCOUNTANT HILL RANGE TRIBAL FRAMERS PRODUCERS COMPANY LTD.

- Regularly updating and maintaining financial records and ledgers
- Managing customer invoices and tracking receivables for prompt collection
- Reconciling monthly bank statements to ensure accuracy and identify discrepancies
- Verifying and processing employee expense reports
- Monitoring and controlling organizational expenses in line with budgetary constraints
- Familiarity with spreadsheet tools for data analysis, such as Microsoft Excel

EDUCATION AND TRAINING

06/2020 – 03/2023 Kottayam, Kerala, India

BACHELORS IN COMMERCE (COMPUTER APPLICATION) Bishop Abraham Memorial College, Thuruthicad, Mahatma Gandhi University

06/2018 – 03/2020 Upputhara, Kerala, India

HSE (COMMERCE DEPARTMENT) St Philomena's Higher Secondary School

06/2017 – 03/2018 Upputhara, Kerala, India

SSLC St Philomena's Higher Secondary School

LANGUAGE SKILLS

Mother tongue(s): **MALAYALAM**

Other language(s):

UNDERSTANDING

	Listening Reading	SPEAKING Spoken Spoken production interaction	WRITING
ENGLISH B2B2		B1B2	B2
FRENCH A2A2		A2A2	A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **ADDITIONAL INFORMATION**

ORGANISATIONAL SKILLS

Communication

Teamwork

Problem solving

Analytical skill

I confirm that the information provided in this curriculum vitae is accurate and complete to the best of my knowledge

Idukki, Kerala , 03/04/2024