

# Nibin Thomas Koshy

## Cashier/ Office Admin/ Junior Accountant

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Dubai, UAE

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### Personal Details

- ❖ DOB : 06/12/1996
- ❖ Gender : Male
- ❖ Marital Status : Single
- ❖ Nationality : Indian

### Education

- ❖ **B. Com with Computer Application**  
*Mahatma Gandhi University- 2018*
- ❖ **Higher Secondary**  
*Board Of Higher Secondary Examination, Kerala*
- ❖ **SSLC**  
*Board of public Examination, Kerala*

### Key Skills

- ❖ Diploma in Professional Accounting With SAP
- ❖ Tally
- ❖ MS Office
- ❖ Peach Tree
- ❖ Quick Books

### Languages Known

- ❖ English
- ❖ Hindi
- ❖ Malayalam

### Objective

To be a part of a well reputed firm, so as to contribute my efforts and strengths for career advancement and for professional growth, and also to contribute to the development of the organization.

### Experience

**July-2018 to November 2022 - Cashier / Admin & Junior Accountant**  
**Muthoot Fincorp Ltd, Kerala, India**

- Used advanced software to prepare documents, reports and presentations.
- Gathered financial information, prepared documents and closed books.
- Handled day-to-day accounting processes to drive financial accuracy.
- Participated in team-building activities to enhance working relationships.
- Collaborated with team members to achieve target results.
- Delivered services to customer locations within specific timeframes.
- Documented cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Maintained secure cash drawers, promptly resolving discrepancies in daily totals.
- Talled cash drawer at beginning and end of each work shift.
- Collected and authorized payments of guests.
- Increased customer satisfaction by resolving issues.
- Improved operations through consistent hard work and dedication.

### Passport Details

Passport Number : U7046036  
Date Of issue : 05/12/2019  
Date of Expiry : 04/12/2029

### Visa Details

Issue Date : 04/10/2023  
Valid Until : 02/12/2023

### Declaration

I consider myself familiar with the Commerce aspects. I am also confident of my ability to work in a team. I declare that the information provided is accurate to the best of my knowledge.

Place & Date:

Nibin Thomas Koshy