



RAHUL KOSHY THOMAS

ACCOUNTANT

To pursue a career where i can apply my educational knowledge and exhibit my skills to achieve the optimum results of the organisation and also face new challenge and learn from day to day experience.

KEY SKILLS

Tally ERP 9	Tally Gold	Credit Log
Gofrugal	VAT	GST
Winman Tally Compliance	Data Analysis	Financial Reporting

CONTACT

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 Address Al Karama, Dubai, UAE

LinkdedIn
<https://www.linkedin.com/in/rahulkoshythomas>

EDUCATION

B.COM FINANCE & TAXATION	2018
Baselius College, Kottayam	
Plus Two	2015
MT Seminary HSS, Kottayam	
Class 10	2013
ST.Paul's Public School, Pallom	

COMPUTER PROFICIENCY

- MS WORD
- MS EXCEL
- MS POWERPOINT

PERSONAL DETAILS

Nationality	Indian
DOB	28/11/1996
Gender	Male
Marital Status	Single
Passport No	V6853029
Visa Status	Visit Visa valid till 8th Nov 2023

LANGUAGE

English
 Malayalam

EXPERIENCE

(July 2022-August 2023)-INDIA
 Anand Traders,Kottayam

Accountant

- Checking the Daily Sale Summary and entering in Tally & Credit Log.
- Preparation and Maintenance of Books of Accounts of the firm.
- Maintain day-to-day accounting activities including accounts payable, accounts receivable and general ledger functions.
- Preparation of journal entries for various accounting transactions.
- Sending of follow up mails to customer for accounts receivable and regular coordination with accounts receivable.
- Assigned to coordinate with bank to ensure collection of bounced cheques and notify customer promptly.
- Preparation and Filing of GSTR1 and GSTR 3B.
- Preparation of TDS and TCS Workings.
- Reconcile account balances and bank statements to ensure accuracy and completeness of financial data.
- Preparation and Reconciliation Statement of books of accounts and GSTR 2B.
- Follow up to the clients for the unpaid and unsettled bills.
- Assisting with annual audit preparations.
- Handle tax-related matters and ensure timely submission of returns.
- Establishing and Maintaining files & records for the office.

(March 2019-February 2022)-INDIA

Jijo Jose & Co,Chartered Accountants,Kottayam Articled/Audit Assistant

- Preparation and filing of Income Tax Returns of firms and individuals.
- Record and maintain books of accounts in tally software for various clients.
- Preparation and Maintenance of Day Book and Ledgers.
- Vouching and Verification of Accounts and Finance which includes ledger scrutiny.
- Follow up and collect with the suppliers for their invoices for purchases.
- Preparation and filing of GST Returns ie, GSTR 1 & GSTR 3B.
- Preparation and filing of TDS Returns.
- Tax Audit finalization and checking tax computation of various companies, firms & individuals.
- Preparation of Balance Sheet and Profit & Loss Account.
- Preparation of Projected and Estimated Balance Sheet and Profit & Loss Account.

OTHER ACHIEVEMENTS

- Working Knowledge of UAE VAT.

HOBBIES



Listening
Music



Listening
Music



Playing
Badminton



TRAININGS

Institute Of Chartered Accountants of India (ICAI)
Completed 100 hours of computer training course by ICAI

Institute Of Chartered Accountants of India (ICAI)
Completed Orientation Training by ICAI



EXTRA CURRICULAR ACTIVITIES

Founder of CORE•FIN•TAX•TECH

- Active Page on Instagram, started on April 2021.
- Based on Information about business circles in a short form.



REFERENCE

Jithu Jose

Managing Partner, Anand Traders

Phone: +919739251691

Sharon Mahadevan

Accountant, Anand Traders

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DECLARATION

I hereby declare that all the above mentioned details are true to the best of my knowledge and belief.