

## **CURRICULAM VITAE**

**LIPSON THOMAS AICHAL**

**Contact no: 9923051647/9762614582**

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### **ProfileSummary:**

Dynamic background of more than 8 years of impeccable experience focusing on Accounts, Accounts Management, Financial Generalist functions with special focus towards Liasoning, Audits, Administration, organizational growth & productivity through motivational process & initiatives for financial wellbeing.

### **Area ofExpertise:**

Administration, Accounts, Audits Accounting, Finance, Registrars maintaining, Audits and Data handling

### **CareerObjective:**

Aiming to obtain a position in the FINANCE/ACCOUNTING domain that would allow me to use the skills possessed by me for growth of organization.

### **KeyAcheivements:**

- Accounting in and out knowledge and handling independently & execution of the accountingactivities.
- Improved efficiencies of the workforce through implementation of strategic finance activities.
- Implementation of concentrated & strategic accountinginitiatives.
- Experience of spearheading large workforce-direct/Contract Basis & honing their skills in the achievement of bottom-line corporategoals.
- Resolving customers queries by personalattention.
- Ensured the due diligence to stringent safety & hygiene measures during the brand maintenance.
- Carried out employee satisfaction survey to honing the requirements & mindset of theindividuals.

### **CareerProgress:**

<b>Organization Name</b>	<b>From- To</b>	<b>Position</b>
ICC Pvt. Ltd.	Mar 2019- Feb 2021	Admission Counsellor
Mukta A2 Cinemax	July 2018- Feb 2019	Sr Finance & Accounts Executive
Tilak Education Society	August 2016-June 2018	Accounts Executive
Janakalyan Cooperative Bank	Mar 2012- Jul 2016	Clerk cum cashier
CA/Tax Consultant Firm	Oct 2010-Mar 2012	Accounts Executive

## Core Competencies and Functional Competencies:

- Working in all basic areas of banking operation including Cash Handling at junior level and very first experience.
- Credit analysis of the proposals for Personal & Housing Loan, Inward/outward Clearing, Loan Disbursement and Recovery, Customer Enquiry, Customer Help desk and Authorization work etc.
- Ensuring strategies and operational logistics for fulfilling Banks Requirements.
- Successfully building good relationships with customers and other financial institutions.
- Carrying Promotion of bank's attractive products and adhering services to customers.
- Maintenance of bank records and statements are properly handled and ensuring them to be confidential.
- Creating & developing various databases relating to banking operations and its operating Process.
- Helps in preparation of annual operational and expenditure budgets for the bank.
- Ensuring daily reconciliation of banking records by matching cash transactions on daily basis.
- Assuring the Best Customer Service.
- Ensuring to Dispatch Orders on timely basis.
- Correct Billing & other activities
- Assuring best Customer Orientation at the Customer Helpdesk
- Taking daily Stock and maintaining Best Inventory.
- Timely & Proper Maturity Processing
- Helping other colleagues in their day-to-day operations and tasks

## Educational Qualification:

Examination	Board/University	Name of Institution	Percentage	Year of passing
B.Com	University of Pune	Bhonsala Military College, Nasik	50	2010
H.S.C	Nasik Divisional Board, Maharashtra	Bhonsala Military College, Nashik	50.81	2007
S.S.C	Nasik Divisional Board, Maharashtra	Sacred Heart Convent High School, Nashik	59.33	2005

## Computer Skills:

- MSCIT
- TALLY 9.0 ERP
- MS-OFFICE (Word, Excel, PowerPoint)

**PersonalDetails:**

**Name** : Lipson ThomasAichal  
**DateofBirth** : 10th July1989  
**FatherName** : ThomasMathew  
**MaritalStatus** :Single  
**Nationality** :Indian  
**LanguagesKnown** : English, Hindi,Marathi  
**CommunicationAddress** : Flat no. 3, Vishwas Appt., Ashoknagar,Satpur,  
Nasik-422012  
**Hobbies** : Listening to music,Reading

**Declaration:**

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

**Date:**

**Place:**

**Lipson ThomasAichal**