

CURRICULAM VITAE

LIPSON THOMAS AICHAL

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Profile Summary:

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 of Expertise:

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

Career Objective:

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.

Key Acheivements:

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

Career Progress:

Organization Name	From- To	Position
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 9.0ERP
- MS-OFFICE (Word, Excel, PowerPoint)

Personal Details:

Name	: LipsonThomas Aichal
DateofBirth	: 10th July1989
FatherName	: ThomasMathew
MaritalStatus	:Single
Nationality	:Indian
Languages Known	: English, Hindi,Marathi
Communication Address	: S No.316/3 Plot No.18 House No-423/326 Gandeep Row Bunglow Pathardi Phata Nasik-422010
Hobbies	: Listening to music,Reading,Travelling

Declaration:

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

Date:

Place:

Lipson Thomas Aichal