

Benedict Thomas

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Professional Summary

Detail oriented B.Com graduate in Finance and Taxation, pursuing CA Intermediate after clearing CA Foundation on the first attempt, with strong foundational accounting skills in bookkeeping, ledger management, and preparation of financial statements. Skilled in accounts payable and receivable, bank reconciliations, and cash flow monitoring, with proficiency in MS Excel and working exposure to Tally ERP. Familiar with applicable tax laws, statutory compliance, and audit processes. Brings strong attention to detail, numerical accuracy, and analytical ability to support accurate bookkeeping, budgeting, cost control, and timely financial reporting for management in a fast paced, deadline driven environment.

Work Experience

Content Writer Intern

February 2021 to June 2021

Capitan Studios

Remote

- Conducted in depth research and document review across 50+ sources to verify facts and ensure 100% accuracy across all published content, reflecting the numerical accuracy and attention to detail required for financial reporting and account reconciliations.
- Wrote and published 30+ well researched articles for digital platforms, strengthening written and analytical communication skills applicable to preparing clear financial reports and summaries for management.
- Collaborated daily with a 5 member content team and consistently met 15+ weekly deadlines without delays, demonstrating the time management and reliability needed to support budgeting, audit, and reporting timelines.

Education

SD College

2023 to 2026

Bachelor of Commerce, Finance and Taxation; CGPA: 7.7

Alappuzha, Kerala, India

Institute of Chartered Accountants of India (ICAI)

2020

CA Foundation

India

St. Mary's Higher Secondary School

2019

Class XII, CGPA: 9.6

Champakulam, Kerala, India

Bishop Kurialacherry Public School

2017

Class X, CGPA: 9.8

Champakulam, Kerala, India

Skills Summary

Accounting & Bookkeeping: Bookkeeping, Ledger Management, Journal Entries, Trial Balance, Financial Statement Preparation

AP/AR & Reconciliation: Accounts Payable and Receivable, Bank Reconciliation, Cash Flow Monitoring, General Ledger Support

Tax & Compliance: Statutory Compliance, Direct and Indirect Tax Awareness, GST Fundamentals, Audit Support

Tools: MS Excel (VLOOKUP, Pivot Tables), MS Word, MS PowerPoint, Tally ERP (Basic), Accounting Software

Core Skills: Attention to Detail, Numerical Accuracy, Analytical Mindset, Financial Data Analysis, Cross Functional Communication, Time Management, Integrity and Confidentiality

Projects

Customer Satisfaction in Online Railway Food Services (Academic Project)

- Surveyed and reviewed documentation from 150+ passengers to assess satisfaction with railway food delivery services, identifying 5 key improvement areas through structured data review.
- Cleaned and analyzed survey data to achieve 95% data accuracy, translating findings into 3 actionable recommendations for process improvement.

Certifications

Certificate in MS Excel | Certificate in MS PowerPoint | GST Fundamentals Course | Tally Certification Course

Achievements

Cleared CA Foundation in the First Attempt | Department Topper in Class XII | Awarded "Gem of the School" for Contributions During Class XII

Languages

English | Malayalam | Tamil