Toms.365418@2freemail.com 

**Curriculum Vitae**

**Toms**



**OBJECTIVE:**



A position in Finance / Accounts/ Administration with a well known organization, where I can utilize my experience& skills.



**PROFILE IN BRIEF**



**Having 12+ years’ experience in Finance / Accounts / Administration (including 10 years in Dubai, UAE)**

* Experienced in all works related to Finance / Accounts / MIS.
* Handled Mauritius VAT, Australian GST & Income tax & financial statements reporting’s for branch offices.
* Experienced in LC / TR Financing / online Transfers
* Experienced in Budgeting / Planning / Forecasting & Costing.
* Have done Ratio Analysis, Break-even analysis and Aging Analysis.
* Proficient in Finalization / Pricing / Cash Flow / Fund Flow / Payroll
* Experienced in MS Office & Accounting Packages –Tally, Peachtree& ERP software.
* Excellent in Public Relations/ Customer Service and Office Administration & Management.
* Well versed in negotiation with Banks for Credit facilities and other facilities which **includes**

**LC, TR discounting. etc**

* Friendly, sociable with pleasing manners/ diplomatic and good customer relations. Proven experience for dealing with high profile clients around 60 countries.
* Excellent command of English language and expert in self-correspondence.
* **Holds Valid U.A.E. Driving License.**
* **Typing speed of 40WPM**



**EMPLOYMENT DETAILS 2013 Apr – Till date: Asean International Ltd, DAFZA Dubai**



(An MNC headquartered in UAE which is into the trading of oil & gas, Tanker & LPG ship owners & charterers, where its sales turnovers are close to $300 Million & assets worth of $100 Million USD)

**Position** **: Senior Accountant / Finance Manager**

**Key Achievement -** Took part in an investment sourcing venture to revive one of the renownedLPG shipping company.

**2007 – 2013 Jan** **: Image Solutions LLC, Dubai / Gulfimages Dubai**

(Advertising content supply companies which is into stock image & prints

trading, photography equipment renting & commercial advertising

photography – our clients include all the major leading banks & MNCs across

the world)

**Position** **: Accountant/ Manager & PRO**

**Key Achievement -** Implemented accounting systems & procedures & also remained as a focal

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| --- | --- |
|  | point where an in-house team constructed a fully functional web based ERP |
|  | system for financial reporting. |
| **2005 – 2007** | : **Geojit-BNP Paribas Financial Services, India** (Leading share broking |
|  | &commodity trading firm) |
| **Position** | **: Finance Executive** |
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|  | **NATURE OF JOBS DONE** |
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**AS AN ACCOUNTANT / MANAGER (Finance) :**

o Balance Sheet, Daily Cash Flow, Budget Variance reports & dealing with banks and insurance

o Budgeting – Cash budget, operating budget, capital expenditure budgeting & variance reporting.

o Liaise with the suppliers and customers of the company, intercompany branches overseas/ other locations to co-ordinate and reconcile accounts with them for head office reporting.

o Handled account department independently & successfully completed the audits.

o Payment follow ups with Local & international clients by making calls, emails and sending reminder letters& visit for payment follow up if necessary. (Liaise with collection agencies & law firms if necessary)

o Computerized Accounting up to Finalization (Tally ERP9, peach tree, quick books, ERP) o Profit & Loss Account / Bank Transactions / Bank Reconciliation Statement

o Internal Auditing / Invoices and tracking the Accounts of payments

o Debtors Management & Credit Invoice verification for the proper supporting documents. o Credit check – co ordinating with rating agencies for priority reports.

1. Review and Finalize payrolls & generating payroll reports such as pay sheet, pay head summary reports. Knowledge of UAE WPS payroll system.

o Funds management so as to maintain a smooth cash flow for the operation of business.

1. Study the Collection Credibility of Customer/ supplier/distributers & Preparation of MIS Reports

o Finalize Monthly Collection Reports/FundFlow / Monitoring Payables and Receivables

o Maintain Books of Accounts such as Purchases, Debtors, Creditors, Payroll & PDC entry o Managing bills payables – setting up of all reminders in software & also ensuring the timely

payment of company bills so as to maintain a good relationship with suppliers and service providers.

o Handled voucher authorization for local and international payments.

o Coordinated with Australian & Mauritius branch offices VAT & GST & Income tax retruns.

**ADMINISTRATION AND PR FUNCTIONS:**

o Coordinating local and foreign purchases and arranging insurance.

1. Dealing with various Insurance Policies to minimize the risk in operations and liaising with new policies and their value added benefits and then giving suggestions to management

with available options.

1. Studying various investment options for the available funds and giving reports and suggestions to the management.
2. As a PRO for Labour dept & Immigration – Experienced in getting new visa, renewal, co trade license renewal, co. immigration and labor card renewals, quota application, labour

guarantee arrangement.

1. Organizing meetings with the clients if they have any over duesand settling the disputes. (Accounts settlement)
2. Correspondence with various international distributors and suppliers regarding the sales reports and invoices follow up. (Have managed more than 60 suppliers around the world.



**EDUCATIONAL QUALIFICATIONS:**



**M.B.A:** 2003 - 2005 from Bangalore University, Karnataka–India (From RK instituteof Mgt studies – A Leading B school – Full time post graduation course)

Electives in MBA

* **Financial management**
* **Financial Accounting**
* **Portfolio Management**

**M. Com (Finance)** **:** 2007 -2009 (Part time) MK University India.

**B. Com with Computer Application** **:**2000 - 2003 from Kerala University, - India

**Pre Degree** – **Commerce** **:** 1998-2000 from MG University Kerala.

**ACCA** **:** Pursuing (2017 onwards)



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|  |  | **PERSONAL DETAILS:** |
| Address | : | Dubai, Qusais |
| Date of Birth | : | 29-10-1982 |
| Visa status | : | Dubai Airport Freezone (Transferrable) |
| Nationality | : | Indian |
| Sex | : | Male |
| Marital status | : | Married |
| Driving License | : | UAE & India. |
| Religion | : | Christian |
| Languages known | : | English, Hindi, Malayalam |

