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# Thomas

# E- Mail: Thomas.379921@2freemail.com

# SUMMARY

Experienced Finance Professional with a demonstrated history of working in the Trading, Manufacturing and Fit Out industry. Skilled in negotiation, Business Planning, Operations Management, Analytical Skills, Financial Operation, Cash flow, Budgets and Team Management. Strong finance professional with a leadership skill and proactive approach.

# HIGHLIGHTS

Financial monthly closing, MIS reports, Auditing, Financial Operation, Cash flow management, Team management, Negotiations, Banking facility management, Budgeting, Forecasting, Analytic reports, Accounts payable and Accounts receivable.

##### PROFESSIONAL EXPERIENCE

**Accounting Manager- Bafco Trading LLC**

##### (Leading ISO-9001 Trading, Manuf. & Fit-out Co., Feb 2012 to Feb 2018 in Dubai, UAE)

* Closing of Financial Accounts and reporting to CFO**.**
* Preparing Monthly MIS reports.
* Ensure all Expenses are properly booked and accounted as per current IFRS.
* Reconciliation of all control accounts and initiate necessary actions.
* Verifying Fixed Asset register and initiate timely depreciation entries as per Company policy and checking Schedules of prepayments, deposits, advances, provisions, intercompany transactions and Shareholder accounts etc.
* Preparing Audit Plan and discuss with internal team and directly dealing with external auditors (**KPMG**).
* Assist in setting up of Internal Control Systems & Monitoring the compliance. Actively involved in improving the internal control systems to match the industry standards.
* Verify L/C’s, Guarantees and dealing with bank for renewal of Trade Facilities.
* VAT Implementation and Compliance.
* Review and approval of Vendor Payments.

**Finance & Administration Manager – Sabt Industries LLC**

##### (Trading & Contracting Co., June 2011 to November 2011 in Dubai, UAE)

* Closing of Financial Accounts and Reporting to CEO.
* Preparing Monthly MIS report.
* Prepare Ageing Report on Receivables and Payables and initiate necessary actions on aged balances.
* Checking L/C and negotiation with bankers on import & Export documents and remittance.
* Monitoring Petty Cash utilization as per limits, Imp rest balances and timely approving the same.
* Analyzing project costing.
* Arranging Trade facilities with banks and utilizing the facilities when cash shortage.
* Monitoring day to day administrative activities of the organization.

**Manager Finance – Dora Builders LTD.,**

##### (Trading & Contracting Co., February 2010 to March 2011 in Kerala, India)

* Closing of Final Accounts and preparing financial statement for external auditor to file IT.
* Handling Affiliate accounts & internal Auditing.
* Liaising with auditors on their visits and processing final audit schedules and reports.
* Preparing various reports for group companies for their daily operations.
* Monthly visiting to sister concern for verifying the records.
* Verifying customer wise collection report and follow up with Sales Manager for collection.
* Checking L/C, Telegraphic Transfer and RTGS transactions.
* Handling AP and AR, Bank reconciliation etc.
* Sales Tax & IT filing.

**Chief Accountant cum Administrator – Bafco Trading LLC**

##### (Leading ISO-9001 Trading, Manuf. & Fit-out Co., May 2001 to June 2009 in Dubai, UAE)

**General Ledger Control:**

* Supervising Accountants and Reporting to Financial Controller, Also reporting to MD directly in Absence of FC.
* Creation of new accounting set ups in ERP and ensure proper flow of finance transactions within interlinked IT systems and modules.
* Ensure all Expenses are properly booked and accounted as per current IFRS.
* Supervise and maintain reconciliation of all control accounts and initiate necessary actions.
* Maintain Fixed Asset register and initiate timely depreciation entries as per Company policy.

Direct responsibility for Schedule preparation and accounting of prepayments, deposits, advances, provisions, intercompany transactions and Shareholder accounts.

**Accounts Payable, Accounts Receivable and Payroll Accounting:**

* Checking timely accounting of receipts from customers and regular reconciliation of balances with customer books, where credit is allowed.
* Checking on timely payments to associate companies and all suppliers / service providers and Reconciliation of Intercompany, Suppliers & Contractor Accounts.
* Following up on Ageing Report on Receivables and Payables and initiate necessary actions on aged balances.
* Checking timely accounting of monthly payroll, leave salary, recoveries, incentives and Gratuity / final dues as per Local Labour Laws / Company rules and disbursement of same to employees including WPS transfers (UAE Wage Protection System).

**Statutory Audit:**

* Implementation of Audit Plan in co-ordination with external auditors and internal team.
* Provide clarifications to auditors on balance sheet schedules and other queries.
* Jointly responsible with Financial Controller for completion of Statutory Audit of all accounts on time with no qualifications.

**Banking, Treasury & Insurance Management**:

* Checking Cash Control at Branch is as per Company Policy and timely deposits are happening into banks including credit card clearances.
* Cash flow estimate preparation and manage daily funds. Ensure timely fund transfers between subsidiaries for cash consolidation and onward transfers.
* Checking periodic Bank reconciliation and co-ordination with banks on queries including other region banks.
* Supervise Guarantees and other Trade facilities with banks.
* Checking L/C and negotiation with bankers on import documents and remittance.
* Monitor the Petty Cash utilization as per limits, Imp rest balances.

**Internal Controls & Inventory Management:**

* Supervising periodic stock audits, perpetual physical verifications and analysis of the reasons for the variance, if any.
* Undertake physical verification of fixed assets on periodic basis and coding and location mapping of new additions.

##### Accountant cum Administrator - Impact Furniture LLC

##### (Worked in Trading & Manuf. Co, May1995 to April2001 in Sharjah, UAE)

##### (Joined as an Accountant in 1995 & given additional responsibilities to Procurement /logistics /Administration function in 1998)

##### Procurement Functions

* Reporting to the MD on a weekly basis regarding the inventory management, supplier and shipping information.
* Identification of fast moving, slow moving and non-moving stocks.
* Export/Import documentation/clearance/follow up (Air/Sea/Land)
* Received and reproduced consolidated orders for distributors. Kept track of incoming shipments from different suppliers, coordinate the shipment clearance and redistribute the goods for re-export.
* Monitored the receipt /storage and distribution of company’s products and stock order level control and reporting.
* Supervising annual stock taking & finalizing the value of closing stock.

##### Accounting Functions

* Finalization of accounts with statutory auditors.
* Liaising with bank (L/c, import, export, Loan against Trade Receivables & forward cover deal)
* Day to day focus on internal control systems. Computerisation of all activities. Developing effective management reporting systems. Interfacing all activities with group company requirements.
* Handled Accounts Payable and Receivable.
* Preparing payroll, overtime, leave pay, gratuity, Sick leave, Bonus and passage. Updating payroll records and maintaining payroll files, employee updates, sick leave payments, benefit adjustments, assisting with payroll, overtime and bonus audits. Maintaining records and filing system in a confidential manner. Resolving payroll discrepancies by collecting and analyzing information. Providing payroll information by answering employee questions and requests

**Accountant - Ruby Coach Builders Ltd.,** Gujarat, India (June 1993 – April 1995)

**Audit Assistant - M. J. Rindani & Co. (C.A.)** Gujarat, India (December 1992 – May 1993)

EDUCATIONAL QUALIFICATION

* MBA – Finance, NIBM (Chennai, India) in 2010.
* B Com, Saurashtra University (Gujarat, India) in 1993.
* Good working knowledge on computers – Word, Excel, Power point.
* Accounting software - **Great Plains ERP**, Profit, Focus, Peach tree, Quick Books & Tally ERP.

**PERSONAL DETAILS**

Date of Birth: **07-10-1970**

Marital Status: **Married**

Languages known: **English, Hindi, Gujarati & Malayalam**,

Driving License Holder: Light Vehicle (Car) from UAE

Visa Status: **Visit Visa**

**PERSONAL ACHIEVEMENT**

In recognition of my dedication, honesty and loyalty, I was awarded “**Best employee of** **the year 2004**” (BAFCO, Dubai, UAE)