

CURRICULUM VITAE

**TOMY**

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**Career Objective**

To Contribute my best to the organization, where I will pursue my career by working towards the excellence through continuous learning.

#### Organisations Worked with:

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| **Teknodome Trading LLC**  Al Qusais, Dubai, UAE  From Aug. 2014 to January 2017  Worked as Senior Accountant  **Terrazzo Dubai Co. LLC**  Dubai, UAE  From April 2011 to June 2013  Worked as Sr. Accountant  **Garden Reach Electrical Power Installation LLC**  Dubai, UAE  From Dec.2008 to April 2010  Worked as Sr. Accountant  **Golden Group of Companies**  Muscat, Sultanate of Oman  From April 2006 to Dec 2008  Worked as Sr. Accountant  **Sanjay Rastogi & Associates, Chartered Accountants**,  New Delhi, India  From Oct. 2004 to Mar 2006  Worked as Accountant cum Audit Assistant |

#### Job Description

* Preparation of Vouchers, Cash book, Journal Book, General Ledger, Trial Balance, Stores requisitions, enquiries, quotations (verification), Purchase orders
* Follow up of **Accounts Receivable/ Payable**
* Preparation of Bank Reconciliation Statement
* Sundry Debtors/ Creditors Reconciliation, Closing Journal entries for Accruals and Prepayments

Pay Roll Processing, distribution, Petty Cash handling

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* Reporting/KPI/Cash Flow Statement/Stock Variance
* Inventory/ Logistics record keeping and control
* Monitor, analyze and report on inventory valuation, logistics and production costs, Processing utility bills
* General & Administrative expense tracking,Advertising & Promotion expense tracking,
* Assisting in the preparation of periodical, annual Balance Sheet and the Profit and Loss Account, Budgeting
* Liaison with Banks, Statutory Auditors, Internal Auditors, Auditing, Participated in courses related to quality management (ISO).
* Assisting with other statutory requirements, and keeping books of accounts and personnel matters according to laws stipulated by government/ local authorities.

**Current Job Profile** Processing of supplier/vendor Invoices, Reconciliation of

Supplier, Overseas suppliers – TT Transfer, Reconciliation, Bank Guarantee, Payroll, Bank Reconciliation, on line monitoring of bank accounts, Staff Leave/ Final entitlements and related Admin works,Fund Management (Reporting), assisting Internal Auditing and such works of contingency nature as required by management.

**Educational Qualification** **B. Com** (Cost Accounting) 1991

**Computer Skills**

Application Software MS Office

Accounting Packages Oracle, Tally, Peachtree,

**Personal Profile**

Date of Birth Sept 04, 1967

Nationality Indian

Marital Status Single

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