**THOMAS**

**Manager-Finance & Administration**

Dubai, UAE.

Email: thomas.383879@2freemail.com

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**PROFILE SUMMARY**

Finance and Administrative Professional, withover twenty five years of experience,possess multiple skills covering various financial areas such asfinancial management, cost control and analysis, budgeting,audit practices, financial statement and reporting, taxation and economic regulations,administration and operations.

Ensure the highest level of financial integrity in any management reporting. Ambitious and determined to continually exceedexpectations. Willing to take on added responsibilities to achieve desired results.

Looking for an exciting managerial opportunity with a rapidly expanding and dynamic organization.

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**HIGHLIGHTS OF ACOMPLISHMENTS**

* Strategical utilization of funds for business expansion by developing new business units/profit centers.
* Instrumental in gradual but steady financial growth of the company revenue by 12 times over a period 6 years.
* Managing and controlling finance to achieve 100% targeted profit growth.
* Bank facility and funding arrangements increased form AED. 1 to 35 Million within 4 Years.
* Associated with a professional team of 600 employees in Al Thuraya Astronomy Centre project and Harriot Watt University Phase II project in Dubai.
* Certificate of achievement from MODI XEROX in Quality Improvement Projectselected for TEAMWORK in 1997.

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**KEY SKILLS AND COMPETENCIES**

* Financial Management & Controls \* Administration &Operations.
* Budgeting & Cost control \* Account Management Specialist
* Internal account & process audits \* Project management
* Analytical Thinking \* Strategic planning

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**WORK HISTORY**

**07/2001 to Current** **MANAGER - FINANCE & ADMINISTRATION.**

 **AL FAISALIYAH GROUP, DUBAI, U.A.E.**

* Managing financial and administrative operations.
* Managing and monitoring equity, assets, and associated business interests.
* Providing financial advice to Board of Directors for sound business decisions.
* Preparation and presentation of financial reportsto Board of Directors.
* Implemented internal controls andaudits.
* Arranged short-term and long term banking facilities for business.
* Budgets and budgetary controls.
* Intercompany coordination for financial and operational strategies.
* Contract Management and finalize various sub contract works.
* Set up various cost control strategies.
* Managed, Supervised and Trained financial and administration team.
* Controlled Account receivables and payables to minimize bad and doubtful debts.
* Discovered major instances of fraud, embezzlement and large balances due.
* Established procedures for custody and control of assets, records, loan collateraland securities to ensure safekeeping.
* Implemented various procurement and inventory controls.
* Set up Company policies and procedures.
* Assessment of Project risk and advice to management.
* Government,Authority, Legal proceduresand Lesioning.
* Implemented ERP(Enterprise Resource Planning) software.
* Initiated Employee Motivation methods to increase revenue and profit.
* Human Resource Management.

**07/1993 to06/2001** **SR. CUSTOMER ADMINISTRATION EXECUTIVE**

 **XEROX MODICORP, PUNE, INDIA.**

* Manage Branch accounting and reporting to Head Office.
* Financial management.
* Provide necessary support for internal auditors.
* Manage account receivables and reduce bad debts on a regional level.
* Inventory control &Pay roll maintenance.

**07/1990 to 07/1993** **AUDIT EXECUTIVE**

 **IYER MENON SAHIB & ASSOCIATES, KERALA,INDIA.**

* Performed audit procedures of various business institutions and report toCertified Chartered accountant.
* Assist Chartered accountant to Finalize and preparation of Annual Audited financial reports.
* Maintained books of accounts and prepared final accounts.

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**ACADEMIC**

**1990** **BACHELOR DEGREE - COMMERCE: (COMMERCE, FINANCE, ACCOUNTANCY, COSTING.)**

**UNIVERSITY : MAHATMA GANDHI UNIVERSITY**

**INSTITUTION : ST.THOMAS COLLEGE, RANNY, KERALA, INDIA.**

**1993** **DIPLOMA - COMPUTERISED OFFICE MANAGEMENT**

 **INSTITUTION :** **NANO CENTRE FOR SOFTWARE RESERCH, KERALA, INDIA*.***

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**PERSONAL**

 Nationality : Indian Gender : Male

 Date of Birth : 02/04/1970 Visa Status : Employment-Transferable

 Language proficiency : English, Hindi, Malayalam.