# CURRICULUM VITAE



***NAME*** : ***THOMAS***

Email: Thomas.390350@2freemail.com

Educational Qualifications : **Bachelor of Commerce (B.Com)** from Mahatma Gandhi

University, India.

 : Completed the course, **M.Com (Financial Management),** Distance Education - Bharathidasan University, India.

Career Summary : An exemplary record as **Accounts cum Finance manager**, **Senior Accountant**, **Independent Accountant** and **Auditor**.

Professional Experience : More than **22 Years (20 years in U.A.E.)**

 **(**Experienced both in Manual and Computerized Accounting up to Finalization)

***Experience in Detail:***

***April 2016 to the date*** **:** A trading and manufacturing Co. based in UAE with branches all over Gulf countries.

***Working as : Senior Accountant***

SCOPE OF WORK 1) Internal auditing and accounting of two main branches

2) Preparation of various reports

3) VAT Accounting (Holding VAT training certificate from A very x Group – VAT Return filing & VAT Accounting)

4) Cash auditing & stock auditing of all branches

**Nov 2007 to March 2016 : Mohd. Al Haj Kambar Awazi Est.**

***Worked as : Accounts cum Finance Manager***

SCOPE OF WORK 1) Preparation of Financials, Trial Balance, Trading,

P & L A/c, and Balance Sheet.

2) Bank Facility negotiation.

3) Preparation of various reports.

4) WPS control, preparation & transfer

5) L/C negotiation (and documentation), Credit Control

6) Monitoring day to day Financial operations

7) Get financials audited, keep Accounting software updated etc.

**Nov. 1998 to Nov. 2007** **: International Diesel Services**

(Trading and Servicing Co. based in Dubai, with branches all over in UAE.)

***Worked as : Accountant***

SCOPE OF WORK 1) Preparation of Trail Balance and finalization works.

2) Costing of foreign purchases to arrive at the landed cost.

3) Preparation of various reports, Monthly Payroll etc.

4) Calculation of depreciation on F. Assets, staff benefits, passing of all types of Journal Vouchers, Bank reconciliation etc.

5) L/C Opening procedures and negotiation.

**Sept. 1992 to Oct. 1993** : **Center for Applied Research in Electronics**, Kerala.

### Worked As : Data Entry Operator.

**Oct. 1991 to August 1992** : **V.U. Joseph and Associates**, Kerala.

Worked as : Auditing Assistant

SCOPE OF WORK 1) Assisting in the audit of banks etc.

 2) Preparation of final accounts for small-scale businesses and submitting the returns before S.T & I.T. authorities.

Other Experiences 1) Familiar with all kinds of modern Office Equipments.

 2) Experienced in all formalities of Export/Import.

## Personal Details

Nationality : Indian

Sex & Marital Status : Male, Married

Age & Date of Birth : 54, 10th March 1965

Place of Birth : Keezhampara, Kerala

Religion : Christian.

## Academic Qualification

S.S.L.C. : Board of Public Examinations, Kerala.

Pre-Degree (+ two) : Kerala University, India.

Technical Qualifications : Diploma in Computer Applications.

and Experiences Operating systems based on both Windows & MS Dos.

 Packages like MS Word, Excel, dBase III plus etc.

 Financial accounting packages like Peachtree, Dec Easy, Tally etc.

 : Well versed in Comrade accounting software

 : Presently working on Accounts Pro Accounting Package

Languages Known : English, Hindi & Malayalam

### Special Interest : Reading, Photography and Music

Others : Valid Driving License & Own car (UAE & India)

 : Completed the Degree of Law in India.