**THOMAS**

**Email :** **Thomas-391364@2freemail.com**

**Current Position:** **Finance Manager**

##### Summary

* **Finance Professional having 27 years**  experience in the Gulf region, out of which **18 years at various Managerial levels** dealing with all aspects of Finance Management including but not limited to managing company’s financial accounting system, monitoring and reporting systems, Financial planning, Auditing, Budgeting, Project costing, Project financing, Banking, Cash flow analysis etc.
* Have wide **experience in Construction Industry** dealing with Finance management of different types of projects including –High rise buildings, 5Star Hotels, Commercials & Residential buildings, Hospitals, Schools, Shopping Malls etc.
* Endowed with excellent leadership and professional skills with proven abilities in planning, organizing, prioritizing, leading and directing Finance department.
* Self-motivated, resourceful, excellent communication and able to build strong relationship both within and outside a finance department

**Educational Qualifications**

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| --- | --- |
| 1 | Certified Management Accountant ( CMA) |
| 2 | Master of Business Administration (MBA-Finance) |
| 3 | Bachelor of Commerce ( BCom.) |

##### Professional Experience / Employment History: 27 Years in GCC Countries &

#####  3 Years in India

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Position****Held** | **No of Years** | **Period** **From/To** | **Company** | **Location** |
| Finance Manager | 9 Years | 6 Oct’10Still continuing | Elmech Electromechanical Works LLC | Dubai, UAE |
| Accounts Manager | 9 Years | 1 Feb’01 to 31 Aug’10 | STS-Al Taafuf Co , LLC . | Jeddah, Saudi Arabia |
| Accounts Supervisor | 6 Years | 6 May’95 to 31 Jan’01 | STS-Al Taafuf Co , LLC .  | Jeddah, Saudi Arabia |
| Accountant | 3 Years | 16 Oct’91 to 10 Sept’94 | Saudi Binladen Group | Jeddah, Saudi Arabia |
| Accountant | 3 Years | 10 June88 to31 Aug’91 | Premier Cable Co. Ltd,  | Kerala, India |

**Professional Experience - Responsibilities held**

* **Accounts Management:**
* Financial Statements: Review, Analysis & Finalization of monthly and annual Financial statements
* Coordinate with internal & external Auditors, Review, discuss and implement their findings & recommendations and get the Year-end Financials audited by external auditors
* Manage overall functions of accounts department , Supervise the entire finance team, ensure that all accounts are well managed and monthly reports are prepared on time
* Review of monthly Payroll & staff benefits.
* Fixed Assets Control
* Review and analysis of all major accounts
* Present and discuss quarterly and annual financial reports with company’s Board of Directors
* **Financial Management ( Banking/Budgeting /Project Financing etc)**
* Banking /Project Financing : Liaise with banks and financial institutions to arrange Project Financing / Credit Facilities & Funds for various projects, review and control the utilization of the facilities.
* Budgeting : Preparation of Annual financial Plans and Budgets for the projects and as well as for the company as a whole
* Cash flow management : Preparation of short term as well as long term cash flow for the projects and as well as for the company as a whole
* Monthly monitoring and control of budgets and cash flows
* Analysis of Bank Reconciliation & Corrective Steps for discrepancies
* Daily review of Bank position , Management of working capital etc.
* Opening & Amendments (if required) of LCs and LGs , Settlements of LCs , Discounting of LCs and Arrangement of LTR’S with banks & Financial Institutions.
* **Cost Management & Controls**
* Review and Analysis of monthly projects costs , Comparison of actual Vs Budget , Variance analysis etc
* Review and Analysis of Monthly billings , Variations Orders, Claims and working in progress of all projects
* Active involvement with procurement , commercial and contracts departments to finalize contracts with suppliers and subcontractors
* Active involvement with Estimation , Planning & Scheduling departments for proper control of project costs
* Coordinate with project control department to revise the project estimates periodically based the latest position
* Setting up financial procedures and policies for the company
* Implementation and monitoring of Internal Checks and Internal Controls procedures
* Develop and enhance effective management reports for information & decision making process
* **MIS /Accounting Systems/Quality Management Systems**
* Setting up new accounting System/Software and design various reports in accounting system, Monitor accounting and reporting system of the company
* Active involvement in implementation of Quality Management systems(QMS) and ensure that finance department follows the QMS procedures
* **Accounts Receivable/Accounts Payables Management**
* Review of monthly Accounts Receivable (AR) & Payables schedules (AP)
* Review of AR & AP Aging reports and take corrective action, if required
* **Inventory Management**
* Review of monthly stock reports and Stock utilization reports
* Documentation for clearance of Imported Goods
* **VAT**
	+ Review of VAT transactions and VAT ledger
	+ Review quarterly return of VAT and VAT payment
* **Handling accounts of Affiliates/related companies**
* Manage accounts of Affiliate/related Group companies , Review and consolidation of financials of group companies

**Professional Experience – Company Details**

1. **Year 2010 till to-date :** **9 Years as Finance Manager with**

**M/s Elmech Electromechanical Works LLC , Dubai ,UAE**

* Elmech is an ISO 9001:2008 certified Mechanical , Electrical & Plumbing (MEP) works contracting company based in Dubai, UAE.
* It is a medium sized company having annual turnover around AED 250M and executes Project range from AED 50M to AED 500M
* It has employee strength around 1000 nos
1. **May1995 to Sept 2010 : 15 Years as Accounts Manager / Supervisor with**

**M/s STS-Al Taafuf Company LLC, Jeddah , Saudi Arabia**

* STS-Al Taafuf is an ISO 9000:2001 certified Mechanical , Electrical & Plumbing (MEP) works contracting company based in Jeddah ,Saudi Arabia.
* It is a medium sized company having annual turnover around AED 400M and executes Project range from AED 100M to AED 800M
* It has Employee strength around 1500 nos
1. **October 1991 to Sept1994 :**  **3 Years as an Accountant with**

**M/s Saudi Binladen Group (SBG)**. **Jeddah , Saudi Arabia**

* SBG is multi-billion multinational General contracting company engaged in General contracting business.
1. **June’1998 to August 1991**: **3 Years as an Accountant with**

**M/s Premier Cable Co.Ltd, Kerala, India**

* Premier Cable Co Ltd. is a large size cable manufacturing company based in Kerala, India

##### Other Relevant Information

* Experience in computerized accounting packages like Buildsmart , Timberline, Solomon III, Peachtree etc
* Conversant with Microsoft Excel , Microsoft Word , Microsoft Power point etc