

# MARC A. THOMAS

FINANCIAL SYSTEMS ANALYST || IT AUDITOR || FULL-STACK DEVELOPER || AI ENTHUSIAST

## CONTACT

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## SOFT SKILLS

Critical Thinking, Efficient, Resourceful,  
Detailed Oriented, Effective  
Communication, Problem-Solving.

## HARD SKILLS

Web-development, App-Development,  
Microsoft Office Suite, Peachtree Sage  
50, Data Entry/ Database Management,  
Quick Books, Microsoft Dynamics,  
Resource-Management, Accruals  
Accounting, Scheduling, IFRS, Financial  
Statements/ Analysis, Balance Sheet,  
Income Statements, Blockchain  
Technology, Artificial Intelligence.

## EDUCATION

### BTEC HND IN COMPUTING

- UK - (RQF - LEVEL 5)
- (APPLICATION DEVELOPMENT)
- 2017-2022

SBCS Global Learning Institute

### ABE (BIS)

- UK - (RQF - LEVEL 3)
- (BUSINESS INFORMATION SYSTEMS)
- 2009-2010

SBCS Global Learning Institute

## PROFILE

Organized individual with a strong ability to manage operational functions and direct personnel to meet needs of company's objectives. Performance-oriented and driven with in-depth understanding of GMP, IFRS, budgeting, accounting, planning and IT systems and networks.

## EXPERIENCE

ACCOUNTING ASSISTANT • MAY 2024 – SEPTEMBER 2024

*Catholic Media Services Ltd (CAMSEL)*

Assist the Accounts Manager in the administration of the organization's financial accounts whilst providing frontline communications, accounts and administrative support services.

- Balances daily Company's revenue.
- Manages and monitors payables – payment voucher entries for cheques and cash, generates receipts.
- Processes weekly and monthly creditors' invoices and applies the necessary adjustments and credits.
- Provides customer service to clients and resolves invoicing issues with customers and accounts department.
- Develops an in-depth knowledge of organizational products and processes.
- Provides administrative support to the distribution of The Catholic News and makes improvements to workflows as necessary.
- Assist where necessary with yearly audit.
- Act as a back up to the Accounts Manager, becoming proficient in the preparation and payment of taxes and payroll.
- Maintaining accurate financial records and work on developing and producing monthly management and quarterly executive reports for decision making.
- Act as back up to the Advertising and Operations Desks in the areas of distribution, invoicing and receivables as needed.

## CERTIFICATES

### (GREATLEARNING.COM)

- [FINANCIAL-ACCOUNTING](#)
- [INTRODUCTION TO MACHINE LEARNING](#)
- [BLOCKCHAIN BASICS](#)
- [INTRODUCTION TO ARTIFICIAL INTELLIGENCE](#)
- [BIG DATA & AI](#)
- [BUSINESS FINANCIAL FOUNDATIONS](#)
- [GO PROGRAMMING LANGUAGE](#)

### (FREECODECAMP.COM)

- [RESPONSIVE WEB DESIGN](#)
- [JAVASCRIPT ALGORITHMS & DATA STRUCTURES](#)

## CXC

- (BUSINESS, INFORMATION TECHNOLOGY)
- 2004-2009

El Dorado East Secondary

## ACCOUNTING ASSISTANT • JANUARY 2023 – JUNE 2023

### *Instant Auto Rentals Ltd*

Oversee and direct the daily activities, schedules, and assignments in storage, inventory, and accounts.

- Reconciling suppliers' accounts.
- Enter and provide reports to/from Peachtree Sage 50.
- Provide payment report for Directors.
- Manage all bills for payment.
- Process payments for all suppliers.
- Receive and record all incoming payments.
- Assist with Yearly audit.
- Stock Taking.
- Ensuring proper communication is maintained within different departments to enable a beneficial work environment.

## CHIEF TECHNICAL OFFICER • JUNE 2022 – SEPTEMBER 2022

### *Supernova Technologies Ltd*

Oversee and direct operational objectives and tasks within the implementation of BMS for client.

- Manage and direct CCTV cameras installations.
- Communicate with all members involved to resolving issues effectively.
- Procure IT equipment for BMS, includes : sensors, relays, CCTV cameras, PC, monitors, system management components and peripherals.
- Gather data and generate reports for CEO and Board Members on status of project.

## ACCOUNTING/DELIVERY STORE SUPERVISOR • JANUARY 2017 – MAY 2022

### *Mario's Pizzeria Ltd*

Oversee and direct the daily activities, schedules and assignments in storage, inventory, accounts and distribution of materials.

- Reconciling balance sheets from stores, petty cash and meal vouchers.
- Data entry into Microsoft Access database / QuickBooks and monthly generation of reports for balance sheets, petty cash, meal vouchers and inventory received.
- Ensuring credit card reconciliation is done for COO and the addition of higher-level management.
- Assist with yearly audits of internal and external.
- Stocktaking.
- Ensuring stores department GMP requirements are met.

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ACCOUNTING CLERK • DECEMBER 2013 – DECEMBER 2016

*Blue Waters Products Ltd*

Responsible for assisting with both clerical and administrative tasks within the accounting department.

- Producing receipts, entering cash transactions in ledgers, and reconciling cash reports.
- Stocktaking.
- Prepares bank deposits and keeps an organized record of all files within the department
- Preparing files for long/short-term storage and proper disposal as required by the company's policy.

PRODUCTION OPERATOR • JUNE 2011 – NOVEMBER 2012

*Blue Waters Products Ltd*

Setting up, monitoring, and maintaining machines and equipment used in production lines from Blow Molding to Packaging.

- Ensuring GMP practices are followed during daily operations.
  - Liaising with the electrical and mechanical department for breakdowns, appropriate scheduling of preventative maintenance, and assisting the team with troubleshooting when needed.
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