

M | T Marc Anthony Thomas



(868)-344-5798



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Curepe

SOFT SKILLS

Critical Thinking
Time Efficiency
Detail Oriented

HARD SKILLS

Microsoft Excel, Word, PowerPoint,
Access, Outlook
Peachtree Sage 50
Quick Books
Resource Management
Scheduling
Staff Management
GMP Housekeeping

EDUCATION

BTEC HND in Computing (Software
Engineering) Pearson UK Accredited
SBCS

2017-2022

ABE Level 3 Certificate in Business

Information Systems

SBCS

2009-2010

CXC

El Dorado East Secondary

Mathematics, English, IT, POB, HSB

2004-2009

ABOUT ME

Visit My Website [Marc A.Thomas \(marcathomas.netlify.app\)](http://Marc.A.Thomas(marcathomas.netlify.app))

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, budgeting, stock checks, planning and office organization needs.

EXPERIENCE

Accounting Assistant

Instant Auto Rentals Ltd / Jan 2023 – June 2023

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
- Assist with Yearly audit
- Stock Taking
- Ensuring proper communication is maintained within different departments to enable a beneficial work environment.

Accounting/Delivery Stores Supervisor

Mario's Pizzeria Ltd / Jan 2017 – May 2022

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, Inventory Received
- Ensuring Credit Card reconciliation is done for the COO and the addition of higher-level management
- Assist with yearly audits of internal and external
- Stocktaking
- Ensuring stores department GMP requirements, deliveries, stock rotation and inventory storage follows the company's policies.
- Arrange appropriate training for employees in the stores' department Ensure proper communication is maintained within different departments to enable a beneficial work environment.

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Accounting Clerk

Blue Waters Products Ltd / Dec 2013 – Dec 2016

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

Blue Waters Products Ltd / June 2011 – Nov 2012

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.