




# M | T Marc Anthony Thomas

 (868)-344-5798  
 marc\_a\_thomas@live.co.uk  
 Curepe

## SOFT SKILLS

Critical Thinking  
Time Efficiency  
Detail Oriented

## HARD SKILLS

Javascript, HTML, CSS, Reactjs,  
MongoDB, MySQL, VirtualBox,  
Postman, GITHUB, Golang, Visual  
Studio Code, 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

### View my IT Skills (click link below)

[Marc A.Thomas \(marcathomas.netlify.app\)](https://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, accounting, planning and IT systems and networks.

## 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.

### Chief Technical Officer

Supernova Technologies LTD / June 2022 – September 2022

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 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 COO and the addition of higher-level management.
- Assist with yearly audits of internal and external.
- Stocktaking
- Ensuring stores department GMP requirements are met.

## **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.