MARC A. THOMAS

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

CONTACT

Curepe, Trinidad & Tobago, WI
1-868-344-5798
marc_a_thomas@live.co.uk
https://marcathomas.netlify.app

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 • 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 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 • 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.