 CURRICULUM VITAE  
  
CA Thomas V V, FCA   
Chartered Accountant   
Vadakkacherry house,

Sreekandapuram P.O,

Kannur Dist,

Kerala-670631.

Contact nos.9744247133  
  
  
Extensively experienced and goal-oriented Chartered Accountant with a demonstrated track record of leading, preparation, analysis of financial reports, and to summarize and forecast financial position. Proven expertise in driving efficiency and productivity through evaluation of financial management systems and implementation of process improvements. Experienced in tax compliances especially in Direct taxes and indirect taxes (completed post qualification certification course in Indirect Taxes in 2015). Hands on experience in project evaluation, running feasibility studies and financial modeling. 15 years of professional experience.  
  
EDUCATIONAL QUALIFICATIONS  
  
Chartered Accountant -CA  
1999 ICAI- New Delhi  
  
Graduation - B.Com.  
1989 University of Calicut, India  
  
  
AREAS OF EXPERTISE  
  
♣ Finalisation of accounts.  
♣ Auditing  
♣ Financial Analysis  
♣ Forecasting  
♣ Cash Management  
♣ Budget & Budgetary Controls  
♣ Project evaluation and feasibility studies  
♣ Decision making  
♣ Negotiation   
♣ Direct Tax and Indirect Taxes (Sales Tax, Service Tax)  
♣ ROI optimization  
♣ Regulatory Compliance  
♣ Business and trend analysis  
♣ Cost optimization  
♣ Training needs analysis  
♣ Staff recruitment  
♣ Efficiency Improvements

COMPUTER SKILLS   
Operating systems : Windows, XP, Vista etc.  
Packages : Oracle Financials, Facts, MS Word, Excel, Power Point,etc.  
  
PERSONAL DETAILS   
Date of birth : 5th March, 1967.  
Sex : Male  
Marital status : Married  
Nationality : Indian  
Permanent address : Vadakkancheri House,   
Sreekandapuram Post,   
Kannur District, Kerala, India 670 631.  
Tel: 04602231029

Mobile : 9744247133  
  
Language known : English, Hindi, Malayalam, Arabic  
  
  
**EMPLOYMENT DETAILS**

Organization **: M/S. A Raghavendra Rao & Associates,Chartered Accountant, Thalassery, Kannur.**Organizational activity : Auditing, tax consultancy, tax compliance.

Duration : From Feb 2015 till now.  
Designation[s] : Associates/Consultant

Work Details and Responsibilities

1. Conduct audit and supervise the work of other staff.  
  
2. Prepare financials and ROI of corporate clients   
  
3. Prepare projects reports for clients bank finance.  
  
4. Attend to tax compliance requirements of clients.

5. Review and prepare documents for IT appeals for the clients.

6. Coordinate the preparation of IT scrutiny assessments of clients.   
  
Major work done: Bank audits, audit of Mangalore Refinery & Petroleum Limited (PRPL), IGH-Tellicherry, Various Tax audits.

**Organization : M/S. Al Kout Industrial Projects Co.  
Shuaiba, Kuwait**Organizational activity : Manufacture and sale of Chlor-Alkali chemicals, logistic service and industrial investments.  
Duration : From Nov. 2006 till Dec 2013.  
Designation[s] : Finance Manager  
  
Work Details and Responsibilities  
  
1. Supervises, plans and directs the activities of assigned personnel, performs supervisory functions at the Division level as established by the management.  
  
2. Develops suitable financial standard for management reporting and manages the settling of accounting policies and procedures consistent with international accounting standards (IFRS).   
  
3. Prepare Monthly Profit & Loss Account and Balance Sheet in Auditor’s & Management report Format and submit to the Management.  
  
4. Prepare Company Annual Budget including Profit & Loss Account & Balance Sheet. Prepare Company Monthly & Yearly Cash Flow Statement .  
  
5. Prepare Company Forecast Profit & Loss Account, Balance Sheet & Cash Flow Statement.  
  
6. Prepare Company 5 Year Plan Budget including Profit & Loss Account, Balance Sheet & Cash Flow Statement.   
  
7. Checks and Approves all the Payment Vouchers prepared by our Accounting Staffs for issuing cheques to our Suppliers and Various Parties.  
  
8. Checks and Approves all the Computer Modules and General Ledger vouchers generated in daily and monthly by our Accounting Staff.  
  
9. Month End Posting of Payroll, Accounts Receivables & Accounts Payables Modules in order to prepare the Month End Financial Report.  
  
10. Provide necessary clarifications and reports to our company auditors in preparation of their Quarterly and Statutory Audit Reports.  
  
11. Designs and implements suitable costing system for the company inline with the production process.  
  
12. Advises various Departments on Management guidelines and requests them to submit their budget based on these guidelines. Complies the budgets received from different departments in a consolidated budget for necessary approval by Management and follows up any over-runs.  
  
13. Manages the processing of Staffs monthly payroll payment and other payments including various payments to suppliers, contractors for operating expenses. Controls and balances the General Ledger accounts with relevant amendments and reports.

Significant Contributions  
1. Made feasibility study on projects and investments like Salt plant expansion, Chlorine derivatives, Champion projects [in collaboration with Champion Technologies USA], Logistics etc.  
2. Improved collection of outstanding debtors and streamlined receivables as per the Company credit policy.  
3. Improved costing system, record maintenance and fixed asset controls.  
4. Prepared business plan of Al Kout up to 2014.  
5. Efficient management of the investment portfolio of Al-Kout in Kuwait and UAE.  
6. Completed the necessary documents for obtaining bank finance on various projects for expansions and investments.  
7. Improved monthly, quarterly and yearly reporting systems including designing and implementation of effective KPI templates for all functional departments.  
8. Documented procedures for ISO 9001-2000 certification.  
9. Preparing presentations for Board meeting.  
  
PAST EXPERIENCE   
Organization **: M/S. Ace Hardware Co, Al Rai, Kuwait**  
A Trading Div. Of Al Hasawi Group, Kuwait  
Organizational activity : Manufacturing and sale of refrigerators, air conditioners, water coolers, Water heaters etc.  
Duration : Nov. 2001 to Oct. 2006  
Designation : Chief Accountant  
  
  
Work Details and Responsibilities  
  
1. Supervises, plans and directs the activities of assigned personnel, performs supervisory functions at the Division level as established by the management.  
2. Prepare Monthly Profit & Loss Account and Balance Sheet to submit to the Management.  
3. Prepare Company Annual Budget including Profit & Loss Account & Balance Sheet. Prepare Company Monthly & Yearly Cash Flow Statement.  
4. Coordinate with Banks and Auditors for all financial and accounting matters.  
5. Verify and approve all payments.  
6. Follow up the collection of receivable and closely monitor the ageing of receivables.   
Significant Contributions  
  
1. Active participation and supervision during the implementation of Oracle Financials  
2. Systemized procedures and internal controls in purchase (overseas and local), inventory, sales etc. to optimize ROI.  
3. Reconciled all the old outstanding balances in credit card receivables and account receivables and collected major part of it. Coordination with suppliers/vendors to expedite the inspection documents.  
4. Developed a culture and attitude for maintaining records systematically within the Finance & Accounts department.

PAST EXPERIENCE   
Organization : **M/S. Royal Palms Group, Mumbai, India**  
Organizational activity : Engaged in running Golf Course & Country Club, Hotels having tie up with Radisson Hotels, and Real estate development.  
Duration : Feb. 2000 to Sep. 2001  
**Designation : Accounts & Finance Manager**  
Work Details and Responsibilities  
1. Supervises, plans and directs the activities of assigned personnel, performs supervisory functions at the Division level as established by the management.  
2. Prepare Monthly Profit & Loss Account and Balance Sheet in to submit to the Management.  
3. Prepare consolidated financials for the group and co-ordinate with auditors for all the matters.  
4. Co-ordinate and comply with the requirements of Income tax, Sales Tax, Company Law and all tax departments.  
5. Co-ordinate with banks and manage the cash flow.  
6. Prepare Group Company 5 Year Plan Budget including Profit & Loss Account, Balance Sheet & Cash Flow Statement.  
7. Verify and approve the contractors’ bills and to compare with the agreements.  
8. Conduct cost benefit analysis, feasibility studies with the co-ordination of other technical staff for various projects, investments and to report to the Chairman of the group of companies.

Significant Contributions  
1. Implemented new accounting software successfully, organized the data entry of old records.  
2. Developed and implemented monthly management reporting system and MIS for the top management.  
3. Settled old Income tax, sales tax cases (cases of Tax raids conducted, pending tax assessments etc).  
4. Streamlined pending Company Law annual returns for the group of companies (pending for 4 years).  
  
  
PAST EXPERIENCE   
Organization : M/S. Sterling Refractory Corporation, Tardeo, Mumbai  
Organizational activity : Manufacture and supply of chemicals and refractors.  
Duration : Mar. 1995 to Jan. 2000  
Designation : Chief Accountant  
  
Work Details and Responsibilities  
1. Supervises, plans and directs the activities of assigned personnel, performs supervisory functions at the Division level as established by the management.  
2. Prepare Monthly Profit & Loss Account and Balance Sheet to submit to the Management.  
3. Verify and approve all payments.  
4. Co-ordinate and comply with the requirements of Income tax, Sales Tax, Company Law and all tax departments.  
5. Co-ordinate with banks for managing the cash flow.  
  
  
Articleship Details  
  
Articled Clerk with M/S. Issac & Suresh, Chartered Accountant, Calicut, Kerala, India for 3 Years. During my articled training period I had various experience in internal & branch audit of banks, company audits, preparation of projects reports. Few of the important works done during training are:  
♣ Finalisation of accounts of Matsyafed Corporation - Government of Kerala undertaking.  
♣ Internal Audit of Bank of India- Calicut Branch.  
♣ Branch audit- Canara bank, Syndicate bank.  
  
  
**ATTENDED TRAININGS & COURSES**

♣ Completed Indirect Taxes Certification course in Oct & Nov 2014 conducted by ICAI.  
♣ Attended IFRS update seminar conducted by Ernst & Young.  
♣ Completed training on accounting software Tally, FACTS, Oracle Financials.  
♣ Completed the training course on MS Office.  
♣ Attended training on ISO 14001 conducted by Ambition Consultants  
♣ Attended training on problem solving and decision making by Style Flex.  
♣ Attended various seminars on accounting standards.  
♣ Completed training on leading teams, developing the team and its culture.  
♣ Completed training on establishing goals, roles and guidelines.  
♣ Completed training on dealing with conflict.  
♣ Completed training on motivating and optimizing performance.  
♣ Completed training on leading teams: building trust and commitment.  
♣ Completed training on financial risk management.  
♣ Completed training on managing working capital.  
♣ Completed training on raising capital and financial decisions.  
  
MEMBERSHIPS  
♣ Associate Member of ICAI.