

# TOM THOMAS JOSE

Kottayam, Kerala

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## Core Competencies:

In-depth Knowledge in GAAP

Financial Accounting, Cost Accounting & Sales Accounting

Accounts Receivables & Payables

Financial Analysis & Reporting

GST; O2C; R2R

Reconciliations (Vendor/Customer/Inter-company)

Statutory Compliance & Taxation

Audits (Statutory / Internal)

Well versed in Tally ERP-9

Result-oriented Accounts professional, enriched with B.com & MBA seeks to utilize 6+ years' experience and expertise as Accountant. I have acquired skills, connections, experience, and the ideal attributes needs in different accounting areas such as managing Financial Accounting & Audits and Targeting Assignments, Taxation, External & Internal Auditing, Account Management, Financial Analysis and Inventory Management.



## Profile Summary

- Effective in **managing the structuring, consolidation, and analysis** of financial data; managed financial accounting, receivables & payables, ledger books, reconciliation statements and finalisation of accounts & auditing.
- Extensive working knowledge of **Indian Accounting Standards and Statutory/Regulatory Compliances**.
- Expertise in **financial analysis; internal and regulatory reporting**; accounting operations; budgeting; forecasting that led to long-term improvements in cost savings, profitability and productivity.
- Formulated & implemented **accounting & financial policies, procedures & internal finance controls**.
- Controller and In-charge of **periodic book closing based on approved closing calendar** for all group of companies; conducted / facilitated testing requirements for upgrading ERP systems
- Developed a range of financial and management reports for variance analysis & improvement strategies; provided timely, relevant & accurate reports & analysis of organisation's performance



## Education

- MBA - Finance from SRM University, Chennai, India in Yr. 2012
- B.Com. from MG University, Kerala, India in Yr. 2010

## Work Experiences:

Tech pool Consultancy Services, Cochin, India	Senior Accountant	Dec' 16 to Present
Under direction of the Managing Director, performs professional accounting work, including auditing, analysing and verifying fiscal records and reports, preparing financial and statistical reports, providing information to staff regarding accounting practices and procedures, and reconciling general ledger accounts; assists in preparing the organisation's annual and mid-year budgets; prepares year-end audit reports and schedules; trains and provides technical advice to lower-level accounting personnel, and performs related work as required.		

### Key Result Areas:

- Book keeping up to finalization & Balance sheet level.
- Bank Reconciliation and follow up for Debtors & Creditors.
- Experience & knowledge with General Ledger functions and Accounting & Financial Principles.
- Well versed in end to end Tally ERP-9 Accounting with Inventory.
- Familiarity with financial accounting reports – B/S, P&L, Creditors, Debtors (includes Ageing report).
- Preparation of Credit Note & Debit Note according to the vendor's report.
- Monitoring day to day business operations and cash flow transactions.
- Employee CTC breakup and Payroll Management – Calculation & Deductions.

- Daily Accounting vouchers, Banking entries & Documentation.
- Proven experience as an Accounting Supervisor in Managerial level and part of Employee Appraisal's.
- Projected financial analyse relate with MIS, for previous year comparison with future projection.
- Excellent knowledge in Taxation & compliances – GST, VAT, TDS, Income Tax and other Direct & Indirect taxes.
- Audit works -External Audit, Internal Audit, Statutory Audit and Special Audits.
- Projected financial feasibility and guided appropriate finance policy to achieve.
- Preparing proposals and correspondence letters to Client and Third party.
- Prepares periodic reports for management – Weekly, Monthly and Quarterly.
- Policy Development, Performance management & Improvement systems.
- Handling of Petty Cash & Inventory Management.
- Preparing of Charts and Tables related to organizational data base.
- Managing of Time & Attendance system – Biometric.

**MIDMAC Contracting Co. W.L.L, Doha, Qatar**

**General Accountant (Projects)**

**Jan'14 to Nov'16**

**Key Result Areas:**

- Collecting all accounting information from various projects, review them for accuracy and prepare journal entries and reconcile general ledger and subsidiary accounts, prepare monthly financial statements, including distributing monthly revenue and expenditure reports to various departments. Perform detailed analysis of specific projects, assist in the preparation of reports documenting trends and other analysis to Senior Management; develop and perform accounting control functions; reconcile automated controls against manually constructed control.
- Cross check and verify all payments due to vendors with the relevant supporting documents and approve the same for payment, maintain all such records as per standard accounting practices.
- Maintaining timely and accurate general ledger (posting entries, recording accruals, etc.)
- Maintaining timely and accurate account reconciliations
- Preparing monthly financial statements, including monthly WIP reports
- Leading annual financial audit process
- Employee Payroll Management
- Daily cash management, including cash forecasting
- Participating in the budgeting and forecasting process as requested
- Oversee accounts payable and purchasing manage risk insurance policies – yearly renewals and audit process.
- Review and approve all bank reconciliations prepared by the other team members and take corrective action as and when discrepancies are found.
- Preparation of Employees final settlements as and when required.
- Generating of RFQ & PO and issuing to Sub-Contractor / Supplier.

**MURUGHA Enterprises Cochin, India**

**Accountant**

**Jun'12 – Dec'13**

**Key Result Areas:**

- Prepare cash movement reports daily as per the organisations needs including closing of the cash balance with the currency denominations, upload Cash Payment and Receipt in Accounting Software and Closing of the Cash Balance with Balance of Cash Ledger.
- Analyse and identify the differences with respect to the Ledger cash balance and prepare necessary reports.
- Responsible for daily accounting of the company.
- Petty cash handling & settlement the bills of Employees for Reimbursement.
- Prepare payroll statement (Attendance, Overtime, Salary Sheet) and transfer the salary to the Employees.
- Preparation of all types voucher like Bank, Journal, Sales, Purchases, Debit Note, Credit Note.
- Maintain financial overview of the subsidiary operations including assessing fund requirement and arranging for the funds transfer, verification of payments, verification of monthly payroll and transfer of salary to employee's accounts, verification of sales invoices and incorporating the same in company accounts, review of statutory financial statements, review of tax returns and review of the company's annual returns.

## Book Keeping & Tax Consultation on a Part time / Contract Basis

Worked as Accounts & Tax consultant on a contract basis for Preparation and finalization of financial statements of Private companies for their Book Keeping, Auditing, Previous Year Rectification, Tax Consultation, Statutory Compliances, Payment of Statutory Dues (PF, PT, TDS, GST) for the FY:2017-2018 and FY:2018-2019.

Ensuring the SOP are effectively practiced at Store level, Analysis of Incomes (Buying commission, Display income, Promo incomes) as compared with agreements, Analysis of active, Ageing Report, Terms of Trade (TOT)

Main Clients: Brea & Renowned Foods, Frazer town, Bangalore.

### Key Result Areas:

- Attending to internal / statutory audit; evaluating the internal control systems with a view to highlight shortcomings and implementing recommendations made by Internal Auditors.
- Computing & arranging timely deposit of taxes, filing returns (Service Tax, Central Excise, GST, VAT & Income Tax and TDS) for timely completion of assessment and ensuring statutory compliance.
- Preparing P.F, E.S.I & PT.



### Certification:

- Industrial and Managerial Accounting & Taxation (IMAT)
- Tally from IFCA, Bangalore.



### Technical Skills:

- Tally ERP-9, MS Office, Quick books & Zoho Books, Oracle – HRMS, IBM-Maximo, PM web.



### Professional Skills:

- Accuracy, Analysis, Attention to Detail, Compliance, Mathematical, Numerical Competence, Budgeting, Time Management, Communication.



### Area of Interest:

- Accounts, Finance, Auditing, Costing, Human Resources, Employee Relations.



### Personal Details:

**Date of Birth:** 05-11-1988 (Age: 31 yrs)  
**Nationality:** Indian  
**Marital Status:** Married  
**Languages Known:** English, Hindi, Tamil & Malayalam  
**Permanent Address:** Pulickal (h), Vazhapally P.O, Changanacherry, Kottayam, Kerala  
**Availability:** Immediate  
**Passport No:** K8007580

### Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge.

Place: Dubai

Date: 25 June 2020

(TOM THOMAS JOSE)