

All these area need modification

ANTONY JOHN CRUZ

Chief Accountant /Senior Financial Accountant

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OBJECTIVE

Being an experienced and motivated Employee, I love to stay committed to utilizing my skills and competence in its full potential to suit the requirement of the company which will lead to growth and development of the organization and myself.

PROFILE SUMMARY

MBA – Finance &	11 Years Exp (Accounts & Auditing)	IAS & IFRS
Taxation /VAT (UAE)	AP & AR Management	Inventory Management
Payroll	ERP Implementation	Financial Reporting
Auditing	Corporate TAX	Project Accounting

TECHNICAL QUALIFICATION

SAP	Microsoft Dynamics	Sage 300	Oracle
Focus ERP	QuickBooks	Tally ERP9	MS Office

PROFESSIONAL EXPERIENCE

Chief Accountant

Company name: M1 Dynamics (Group of Companies)

Date: May 2022 to Present

Responsibilities Managed

- Handle full spectrum of financial and cost accounting role e.g. Accounts Receivables, Accounts Payables, General Ledger, forecasting, budgeting etc.
- Responsible for day-to-day finance and accounts operations.
- Managing accounts of the subsidiary companies in the domains of real estate, hospitality, restaurant and contracting
- Perform full set of accounts and ensure timely closing of accounts.
- Perform project cost forecasts/budgets, cost tracking, monitoring and controls.
- Responsible for timely monthly consolidated financial statements, payments, cash-flow management reporting.
- Review & approve payment vouchers & journal entries.

- Perform cash flow forecasting, budgeting and working closely with the operations and project teams.
- Preparing weekly and monthly report on cash flow statements along with other variances
- Develop and maintain internal control and effective accounting system and policies for the set up.
- Supporting Finance Manager in ensuring that intercompany cost allocations are in line with management agreements and transfer pricing policy.

Senior Financial Accountant

Company name: Union Properties PJSC, Dubai, UAE (DFM Listed Company)

Date: May 2021 to April 2022

Responsibilities Managed

- Verify, allocate and posting assets, liability, and capital account entries by compiling and analyzing account information
- Prepare and analyzing MIS reports, profit & loss account, balance sheet on monthly, quarterly & yearly basis for head office and other leasing properties.
- Preparing cash flow statements for weekly and monthly basis along with other variances reports.
- Reconciling and coordinating with customer, suppliers, and related parties for statements of accounts on monthly basis.
- Doing month-end, quarterly and year-end accounts closing process which includes inter-subsiary invoicing, maintaining fixed asset schedule for HO along with accrued expense reconciliations.
- Internal inspection of all documents, identifying discrepancies and providing guidance Under UAE VAT rules.
- Strong understanding of mortgage processing
- Liaison with internal & external auditors, consultants and regulatory authorities.

Senior Accountant

Company name: Adapt Middle East LLC, Dubai, UAE

Date: April 2017 to May 2021

Responsibilities Managed

- Verifying, allocating, posting, and reconciling accounts payable and receivable.
- Processing Payroll.
- Analyzing financial information and summarizing financial status.
- Manage accounting assistants and book-keepers.
- Support month-end and year-end closing process
- Maintain customer confidence and protects operations by respecting confidentiality of financial information.
- Follow up on account receivables.
- Analyze different general ledgers and accounts.
- Compute and file Value Added Taxes, prepare tax returns, and ensure that taxes are paid promptly.
- Prepares payments by verifying documentation and requesting disbursements.
- Generating purchase orders, invoices.
- Contribute heavily towards the implementation of Focus ERP
- Assist the department in ERP transition and training
- Communicate and coordinate closely with the vendor support for various enhancements and troubleshooting

Accountant

Company name: Aidas, India

Date: **June 2014 to December 2016**

Responsibilities Managed

- Document financial transactions by entering account information
- Recommend the company with financial actions by analyzing accounting options.
- Substantiate financial transactions by auditing documents.
- Maintain accounting controls by comparing, preparing, and recommending policies and procedures.
- Guide accounting clerical staff by coordinating activities and answering questions.
- Reconcile financial discrepancies by collecting and analyzing account information.
- Secure financial information by a regular backup of data

ACCOUNTS/AUDIT EXECUTIVE

Company name: George & Sebastian Chartered Accountants ,India

Date: **June 2012 to May 2014**

Responsibilities Managed

- Manage the reports and ensure accuracy and prepared in accordance with generally accepted accounting principles
- Take necessary measures to confirm compliance with industrial strategies, policies regulatory guidelines, and auditing standards.
- Coordinate the activities with the staff and the senior auditors.
- Inspect and correlate the overall audit report with the balance sheets provided and report it to the seniors.
- Comply with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
- Handling Sales Tax (VAT), Corporates Tax & Income Tax filing

ACADEMIC DETAILS

- **MBA (Finance & HR)** Guruvayurappan Institute of Management, Bharathiar University, Coimbatore, India (2010-12)
- **B.Com (Taxation)**, Yeldo Mar Baselios College, M. G. University, India (2007-10)

PERSONAL DETAILS

Name : Antony John Cruz
Age : 33
Nationality : Indian
Driving license : UAE and India
Languages : English, Malayalam & Hindi
Passport Number : T2581965

REFERENCE

- Available upon request