# All these area need modification

## ANTONY JOHN CRUZ

Chief Accountant /Senior Financial Accountant

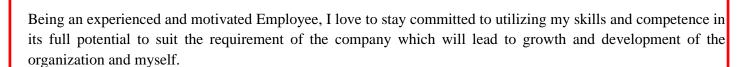
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## **OBJECTIVE**





# **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-subsidiary 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