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Dear sir,

**Sub: Job Seeker – Finance, Accounts & Audit (Expected salary: QR 10000)**

This is to express my keen interest in exploring employment opportunities within your organization. Self-motivated finance professional with a **C.A. FINALIST** from Institute of Chartered Accountants of India and a **MASTER OF COMMERCE** from the University of Calicut, India and having 14 plus years of relevant finance experience.

I have extensive knowledge of the whole areas of **Finance, Audit, Accounting, IFRS** and a fair idea about **Supply Chain Management**. Quality driven in work and self-motivated in duty, I have been able to set an impressive track-record for reliability and efficiency – key factors, which, I achieved during my tenure with **GULFTAINER & MOMENTUM CO LTD., U.A.E. (Aug 2014 to Nov 2017)**, **AIKAH & AL KHOORY GROUP U.A.E. (Nov 2009 to Jul 2014)**, **HORWATH MAK CHARTERED CERTIFIED ACCOUNTNATS, U.A.E. (Feb 2006 to Oct 2009)**, **CHARTERED ACCOUNTANT FIRMS, INDIA (Oct 1998 to Dec 2001)** and **TEACHING & GUIDANCE OF M.COM STUDENTS, INDIA (JAN 2018 TO SEP 2018)**. My accounting, auditing & financial analysis skills were fine-honed during those periods.

Enclosed my curriculum vitae for your perusal and action. I shall be grateful if you could consider my credentials and give an opportunity to present me before you.

**Yours faithfully,**

**Dominic Thomas**

## CURRICULUM VITAE (FINANCE, ACCOUNTS & AUDIT)

### CAREER OBJECTIVE

To work with a progressive organization, where, I have opportunity to utilize my caliber, skill and knowledge towards the profitability & growth of the organization and opportunity for me to learn and grow with the company.

### WORK EXPERIENCE

#### I. GULFTAINER LTD, UAE (Aug 2014 to Nov 2017) FINANCE & ACCOUNTS SUPERVISOR

This is one of the largest and dynamic ports and logistics companies in UAE mainly doing the services of **Port terminal management, Loading & unloading, Supply chain management, Container repair, Inland container depot.** The core areas where my expertise is used by the management is Supervising of financial accounting and correction; Various analysis with budgeted and forecasted data; Financial analysis and MIS reporting; and Compliance to policies, procedures and IFRS Compliance.

##### Core Areas of accountability

- MIS (finance) analysis and reporting including KPI analysis, variance analysis, performance analysis.
- Ratio analysis including DSO, DPO and DIO to ensure adequate working capital.
- Analysis of Financial statements division wise and its consolidation.
- Generating numerous reports with lots of variables from long term projections.
- Ledger scrutiny, correction of entries, ensuring compliance to IFRS and performing monthly closing of accounts.
- Financial accounting for closing and adjustment entries.
- Suppliers' and customers' account reconciliations, ageing and cash flow.
- Reconciliation of inter-company accounts.
- Ensuring an efficient and effective maintenance of fixed asset register.
- Verification of inventory both surprise and routine.
- Overall accounting supervision, control and compliance to policies, procedures, IFRS.

#### II. AIKAH & AL KHOORY GROUP, UAE (Nov 2009 to Jul 2014) INTERNAL AUDITOR

This is one of the large business groups in UAE having operation in whole Middle East. We do have a major business operation which includes, but not limited to **Trading, Industrial assembling, Real estates & Star hotels, Repairs, maintenance and installation of fire fighting equipment and waste management systems, MEP projects.** The core areas where my expertise is used by the management is to add value and improved operations by identifying lapse of procedures and controls and initiate measures to correct the same.

##### Core Areas of accountability

- Verification of Internal Control system especially in the areas of transaction origination, processing and recording, segregation of duties, decision points and authorization matrix.
- Verification of compliance to policies, procedures and compliance to IFRS.
- Verification of trade documents, payment related documents and receipt related documents.
- Verification of daily summarized reports on bank positions, sales, purchases, inventory.
- Variance analysis of sales, cost of sales, incomes and expenses with previous and budgeted data.
- Balance sheet analysis especially analysis of liquidity and working capital adequacy.
- Accounts receivable/payable management including verification of credit limit policy, assessing the credit worthiness, ageing of debtors & creditors, analysis of turnover ratios, optimizing the working capital.
- Ledger scrutiny, accounts reconciliation, passing adjustment and closing entries and monthly closing of accounts.
- Ensuring effective utilization of bank facilities.
- ABC analysis of inventory, Inventory turnover ratios, physical verification, revaluation, verification of inventory levels, ensuring efficient disposal of dead stock thereby optimize the carrying cost, breakeven analysis and thereby reducing carrying and ordering cost.
- Verification of project contracts and accounting on percentage of completion method, and final settlement.

### III. HORWATH MAK & BAKER TILLY, CERTIFIED ACCOUNTANTS, UAE (Feb 2006 to Oct 2009) SENIOR AUDIT ASSOCIATE

This is one of the largest and busiest Audit firms in the Middle East having operations in Europe and Global. The company has a large client base in UAE and its **business establishment, maintenance, and audit services** have been developed over the years.

This was a great opportunity for me to get international exposure in finance, audit, accounts, IFRS and IPPF experience in a much-diversified fields of industries including manufacturing, shipping companies, service companies.

#### Core Areas of accountability

- Contribute to the development of audit plan, scope and related risk based on previous report, status and management plan and preparation of detailed audit program.
- Performance of internal audit and supervision of internal audit staff.
- Investigative audit.
- Financial accounting and finalization.
- Ratio analysis, trend analysis, profitability analysis, cash flow and fund flow analysis.
- Analysis of components of financial statements of its liquidity, solvency, profitability, trend, exceptions, risks, variance and tolerability.
- Final Audit and preparation of financial statements and reports in accordance with IFRS.
- Consolidation of accounts and preparation of consolidated reports of group companies as per the requirements of respective countries.
- Analysis of inventory including ABC analysis, stock turnover, breakeven analysis.
- Verification and accounting of finance lease arrangements.
- Verification of bank facilities and its efficient and effective utilization and commenting upon.
- Analysis factory process-flow to ensure minimum wastage and cost.
- Analysis of overall financial data for appraising business feasibility, profitability, liquidity, risk etc.

### IV. CHARTERED ACCOUNTANTS, BANAGALORE (INDIA) - (Oct 1998 to Dec 2001) CA ARTICLE ASSISTANT

During these 3 years of CA Articleship with **Murugesh & Company, Venkatesh & Company** Chartered Accountants, **Bangalore**, I have had excellent exposure to various aspects of Finance and accounting. I got opportunity to work with reputed public and private limited Companies during this span. The skills, knowledge and experience gained during this period are as below;

#### Core areas of my accountability

- Financial accounting up to finalization.
- Performance of internal audit.
- Statutory audit & tax audit work.
- Preparation of financial statements.
- Analysis of profit loss account and balance sheet.
- Ledger scrutiny for tax impact, capital & revenue, deferral of expenditure, depreciation, interest, provisions and legal framework.
- Accounts reconciliation and passing adjustment and closing entries.
- Journalization of transactions, and its verification.
- Performance of vouching and checking of documentation control.
- Performance of bank reconciliation, cash verification, debtors and creditors ageing.
- Stock verification including ABC Analysis, physical stock verification, costing of WIP.

### V. RUBCO LTD, INDIA (May 2003 to Aug 2003) ACADEMIC PROJECT TRAINEE

I completed an **Academic project** on **Raw Material Management** in **Rubco Ltd.** a leading manufacturer of tyres, rubber products and furniture. A Comparative analysis of ideal situation of Raw material purchase, storage & issue made with that of actual situation and identified the difference and commented upon. Therefore, **Supply Chain Management (SCM)** is another area of my interest and I have been taking initiative to learn and understand more about Logistics as I realized that it got direct positive impact on bottom-line.

## EDUCATIONAL QUALIFICATION

1	CA Finalist (ICAI, India)	CA Inter (Oct 1998 to Dec 2001) CA Final (Oct 2004 to Dec 2005)
2	Master of Commerce (Calicut University, India)	(Dec 2001 to Mar 2004)
3	Computer - MS Office, Orio - ERP, Cg Vak (ERP like), Tally.	(May 2004 to Sep 2004) and by application.
4	Lecturer in commerce - (India)	(Jan 2018 to Sep 2018) I got an opportunity in teaching & guidance of <b>M com</b> students and achieved the ability to communicate complex information in a simple and professional manner. Besides, <b>my teaching experience contributed to my professional skills and abilities that offers a genuine opportunity for career progression.</b> The subjects of teaching include Advanced auditing, Management Information System and Strategic Financial Management.

## PERSONAL DETAILS

Date of Birth	26-05-1977	Visa Status	Visit visa
Religion	Christian	Passport Details	R 6158891
Nationality	Indian	Driving License	UAE