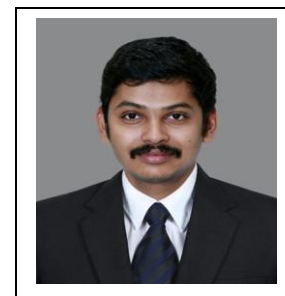


Thomas Kutty P A
Sharjah, UAE
Mob: 056-2636560
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Profile Summary

A commerce Post Graduate & ICWAI 2nd group, having a total 9 years of professional experience in Accounts, Finance, Costing, MIS, Fund Management, Payroll and Auditing of which over 6 years in UAE. My objective is to pursue a long-term successful career in the field of accounting and finance with professionally managed organization, where I can use my experience and skills to the maximum and grow steadily along with the organization

WORK EXPERIENCE:

NAME OF THE COMPANY	POSITION	DURATION
Gulf Eco Friendly Services Group Sharjah, UAE	Senior Accountant	Working since 05 th June 2014 To 10 th June 2020
Paragon Polymer Product Pvt Ltd Kottayam, Kerala, India	Assistant Cost Accountant	21 st July 2011 to 23 rd May 2014

Accounts Experience:

- Expertise in Accounts **Payable, Accounts** Receivable, Cash Management, Payroll Preparation & Processing.
- Experienced in preparing monthly financials like Trial Balance, Profit & Loss a/c, Balance Sheet, Cash Flow statement, Ratios and Analytical points on Financials.
- Expertise in monthly job analysis
- Expertise in preparing of weekly Bank, Cash positions and Cash Budget statement
- Expertise in managing the Fund Management
- Expertise in Audit preparation of yearly financials in audit format and submitting to auditors for auditing
- Strong in interaction with Auditors for Finalization of Accounts
- Experienced in preparation of monthly Bank Reconciliation statement
- Experienced in controlling Debtors & Creditors and preparation of debtors & Creditors Outstanding list and reporting to Management
- Expertise in reconciliation of receivable & payables with their respective statements
- Supervising and coordinating subordinates to ensure in smooth accounting.
- Enhanced the credibility of finance function by generating accurate and timely **MIS Reports**
- Strong in adopt new analytical approaches, tools & environment.

Audit Experience:

- **Vouching** of Cash and Bank Books, Sale and Purchase Register, Debtors Ledger, Creditors Ledger, General Ledger so as to authenticate the figures appearing in the Books of Accounts of the client.
- Verification of Banks Reconciliation Statements, Fixed Assets and Stock

QUALIFICATIONS:

- ❑ **M.Com from MG University Kerala, India in 2011.**
- ❑ **B.Com from MG University Kerala, India in 2009.**
- ❑ **ICWAI intermediate Completed in 2012.**
- ❑ **Diploma in Indian & Foreign Accounting.**
- ❑ **ERP PACKAGE: S.A.P. FI/CO (Trained in SAP FI/CO modules in 2011).**
- ❑ **ACCOUNTING PACKAGES:**

Tally, Peachtree

PERSONAL PROFILE:

Date of birth	:	06 th June 1988.
Nationality	:	Indian
Sex	:	Male
Marital Status	:	Married
Languages Known	:	English, Hindi and Malayalam
Visa status	:	On Employment Visa

DECLARATION

I hereby declare that the above mentioned details are true to best of my knowledge and belief.

THOMAS KUTTY PA