



ARUN THOMAS

Accountant (B.Com, SAP)

My Contact

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📍 Sharjah, UAE

🌐 [linkedin.com/in/arunthomas-899566174](https://www.linkedin.com/in/arunthomas-899566174)

Skills

- Tally Prime
- QuickBooks
- MS Office
- SAP
- Quantum ERP
- GST
- UAE VAT
- Corporate Tax
- Decision making
- Communication
- Multi-tasking
- Flexibility
- Teamwork

Education Background

- **CMA USA**
Pursuing
London International Studies and Research Centre Dubai, UAE
- **B.Com Finance**
University of Calicut
NMSM Government College, Wayanad
2015-18
- **Commerce**
Higher Secondary Board
Government H.S.S, Wayanad
2013-15

About Me

An upbeat professional with 5 years of experience, looking for challenging assignments in Finance & Accounts. Passionate about delivering extensive managerial and financial skills to optimize company benefits.

Professional Experience

Accountant

ASG MANAGEMENT SERVICES LLC

TADBEER - AL Khibrah Domestic Workers Services LLC Sharjah, United Arab Emirates

(Delivering services such as the provision of domestic workers, visa processing, medical, and various government services.)

11-12-2021 - Present

Key responsibilities:

- Preparing accurate data for filing VAT returns, ensuring compliance with regulatory requirements
- Conducting meticulous cross-checks of daily Sales and Costs and entering data into QuickBooks for precise financial record-keeping
- Recognized income and costs for Domestic Workers on a monthly basis, ensuring accurate and timely financial reporting
- Conducting Monthly Bank Reconciliation
- Monitoring various Payment Channels (Amwal, Noqodi & Credit Cards) and maintain the balance level
- Conducting Payroll processing activities with accuracy and timeliness
- Coordinating with Exchange to process salaries for domestic workers
- Verifying employees and domestic workers visa cost and Insurance
- Preparing invoices for third-party companies, meticulously verifying accounts receivable and payroll data
- Checking G2 (MOHRE Transactions) sales with bank statements and invoices for accuracy
- Monitored daily expenses and managed Petty cash and Housemaid refund cash
- Oversaw Accounts Payables and Receivables, ensuring accurate and timely processing
- Managing Cash Counter if the Cashier is not available
- Preparing Staff Commission and Deduction Report
- Verifying Employees end-of-service benefits
- Preparing General Pension Report for Emirati Staffs
- Interacting with bank officials for financial transactions and updates
- Preparing cheques for customers and facilitated smooth transactions
- Communicating with customers, collecting information and maintaining confidentiality of all files
- Assist in the preparation of monthly closings and communicating effectively with head office

Personal Information

- Date of Birth : 18/12/1997
- Gender : Male
- Nationality : Indian
- Marital Status : Single
- Visa Status : Employment Visa
- Passport number : S7219564

References

● FARHAN KHALID

Senior Accountant
ASG Management Services
Dubai, UAE
Mob : +971 586519956

● UMAR HAYAT YAHYA

Senior Accountant
Zaina Domestic Workers Services
Sharjah, UAE
Mob : +971 527546333

● CA.M.G. MANOJ FCA

Chartered Accountant
M.G Manoj and Associates
Kerala, India
Mob : +91 9446647682

Assistant Accountant

MG MANOJ AND ASSOCIATES - CHARTERED ACCOUNTANTS FIRM - KERALA, INDIA

(One of the Leading Auditing & Accounting Firms in Kerala, which offers high quality Bookkeeping, Accounting, Auditing and Tax Preparation)

02-01-2019 to 08-10-2021

Key responsibilities:

- Assisted in GST audit, GST registration, computation and filing
- Assist in the execution of internal audit
- Completing Bank Reconciliations
- Preparation of various financial statements and reports for clients
- Communicate with Tax authorities on behalf of clients
- Update and maintaining procedural documentation
- Assist in the preparation of monthly closings
- Preparing cheques for customers and facilitated smooth transactions
- Assisted in Income Tax registration and filing
- Reconcile and make sure the accuracy of sales and purchase invoices with GST portal
- Generating E-way bills for clients
- Classifying data and handling error before being recorded
- Monitored daily expenses and managed Petty cash
- Communicating with customers, collecting information and maintaining confidentiality of all files
- Cross-check data between the physical documents and the system
- Interacting with bank officials for financial transactions and updates
- Oversaw Accounts Payables and Receivables, ensuring accurate and timely processing
- Performed Concurrent Audit for Federal Bank Ltd. for the period 2020-21
- Assisted in Statutory Audit of Dhanlaxmi Bank and Bank of Baroda

Achievements

- SAP B.One & FICO - Beat Academy, Calicut
- Tally Certification Program - Beat Academy, Calicut
- National Service Scheme (NSS)
- Performed Concurrent Audit for Federal Bank Ltd.

Declaration

I solemnly declare that all the information furnished in this document is free of errors to the best of my knowledge.

ARUN THOMAS