

ALAN T THOMAS

ACCOUNTANT/ADMINISTRATOR

CONTACT

+971 50 979 0882
alantthomas32@gmail.com
Al Qusais, Dubai

SKILLS

Tally
MS Office
Accounts Payable/Receivable
Reconciliation
Quick Books
Peachtree

LANGUAGES

English
Malayalam
Hindi
Tamil

REFERENCE

Joseph Thomas (Managing Director)
Al Areej Office Equipment Tr. , Sharjah

PROFILE

Self-motivated Accounting Assistant/Administrator offering a strong work ethic and determination to complete the task in a timely manner looking for a full-time position. Possess strong analytical and problem-solving skills, with the ability to make well thought out decisions. Accurate and detail-oriented with extensive bookkeeping and clerical knowledge.

WORK EXPERIENCE

Accountant/Administrator

Al Areej Office Equipment Tr. , Sharjah 2021-2023

- Overseeing the daily accounts payable, accounts receivable and customer invoicing processing and management.
- Processing vendor checks runs and wire transfer payments
- Maintaining vendor remittance information and file all vendor invoices.
- Reconciling bank balances and recording general ledger entries on a daily basis.
- Generating the marketing department actual expenses monthly for the marketing director.
- Working with the accounting supervisor to reconcile the general ledger and bank statements at month end.
- Performing various administrative duties such as scheduling travel arrangements, scheduling and coordinating meetings, ensuring that all standards are enforced when visitors are in the building and purchasing office supplies.
- Assisting the engineering department in document revision control for mechanical drawings and bills of material using SolidWorks and simple track.
- Assisting the procurement manager with vendor purchasing and creating purchase orders in our ERP system during a department restructuring.
- Assisting the sales and marketing department with company hosted events.
- Working directly with the CEO and productivity consultant to create and format an official company playbook detailing the responsibilities and the procedures of each department.
- Ensuring that the front lobby and customer visited areas are clean and organized.

Accountant

MCS Computer Academy, Thiruvalla 2020-2021

- Handle daily input of invoices, statement reviews on a daily basis, field collection calls, work with branch administrators to approve invoices. Initialized payables to purchase orders. Requested missing invoices from vendors, troubleshoot any discrepancies.
- Post account payable and receivable, disbursements, expense vouchers and receipts.
- Input payments by typing invoices numbers, scanned checks information, general ledger content, and other records. Use sap accounting software program, calculator, and excel spreadsheets to process business transactions.
- Work closely with various team members and the credit department regarding accounts, etc.

HOBBIES

Graphic Designing

Photography

Travel

Gaming

EDUCATION

Bachelor of Commerce 2016-2019

St. Berchmans College

Higher Secondary 2014-2016

Christ Central School

PERSONAL DETAILS

Date Of Birth 23 MAR 1998

Gender Male

Nationality Indian

Marital Status Single