


ROY THOMAS



Senior Accountant cum Credit Controller with an established record of success in significantly growing enterprise value; Proven ability to improve operations .

 roythomas607@gamil.com  +971 50 5144358

 <https://www.linkedin.com>.

CORE COMPETENCIES



Accounting & Financial Operations

Account / Bank Reconciliation

Internal & External Audit




Good Communication Skill

Maintain relationship

Active follow ups

People Management & Leadership









IT SKILLS

-  Software Name
-  MS Office Suite
-  Oracle

SOFT SKILLS



PROFILE SUMMARY

-  **A dynamic and self-driven professional with over 24 years of experience Credit Control and accounts receivable experience of dealing with high volume**
-  Effectively Managed Client relationship
-  Maintained debt equity ratio
-  Set and directed clear policies for customers
-  Meeting up with Customers and ensuring timely payments
-  Sound experience of sales ledger and debt collection, and the ability to prioritise and work under pressure to meet deadlines
-  Identifying customer payment problems and ensuring speedy resolution
-  Achieving daily, weekly and monthly targets based on call quality and cash collection

EDUCATION & CREDENTIALS

-  **MBA in Finance – Jaipur National University**
-  **B.Com.** from Kerala University

CAREER JOURNEY

Accounts Payable

1998-2008

Senior Accountant

2008-2012

Credit Control Supervisor

2012-till date

WORK EXPERIENCE

Since 2012 with Construction Machinery Center Co. LLC (CMC) as Credit Control Supervisor

- Taking a proactive role in managing and collecting of debts of company debtors
- Evaluating new credit requests and receiving new customers credit ranking
- Setting up terms and conditions of credit
- Ensuring timely payment of debts
- Follow up payments as needed
- Negotiating re payment plans
- Responding to relevant client enquiries
- Processing and reconciliation of Invoices
- Checking and posting of receipts to accounting system
- Preparation of statement, client statement with details of outstanding and due dates
- Formulating of company's credit control policy to mitigate unnecessary risk
- Review and report on Debtors Aging
- Preparation of statement of claims for liquidators
- Liaising with customers, as well as internal personnel including the sales team
- Creating procedures and policies that ensure timely payments while maintaining a high level of customer retention
- Processing and approving Invoices
- Handling monthly, quarterly and annual closings
- Reconcile accounts payables & receivables
- Ensure timely bank payments
- Preparation of VAT file & submission
- Evaluating financial operation to recommend best practices, identify issues and strategize solutions and help organization run effectively
- Supporting or assisting to Accounts Manager to prepare Final Accounts and Audit schedules.

2009-2012 with Construction Machinery Center Co. LLC (CMC)

2009-2012

Senior Accountant

- Worked extensively towards administering **AP/ AR and billing** requirements
- Efficiently performed **account reconciliation** monthly including operating savings-unclaimed wages & investment bank accounts
- **Complied to the audit policy of the firm** while performing an in-depth internal audit of company accounts & systems; partnered with external auditors
- Shouldered the accountability for preparing:
- **Costing Sheets** for work-in-process for projects in hand
- Displayed resourcefulness in verifying the payments, performing **bank reconciliation** and depreciation calculations
- Maintaining Fixed Asset Schedule

1998-2008

Accounts Payable

Reporting To: Chief Accountant (weekly)

- Involved in **verifying the invoice with purchase order** and **terms & conditions of the payment**
- **Worked closely with the:**
- Suppliers for reconciliation and payment related issues
- Store, Logistics and Administration for examining the invoices pertaining to multiple departments
- Ensured **swift fund transfer of payment**; performed **bank reconciliation**
- Key role in **administering the monthly payments**
- Responsible for preparing:
- **Cash reports, cash payments and receipts vouchers**
- **Expense Claim Sheets** for daily payments
- Involved in:
- Preparing & processing **electronic transfers & payments**
- Posting the **transactions to journals, ledgers** and other records
- **Monitoring the expenses** and preparing expense reports
- Gathering, examining and **verifying invoices & check requests**
- **Managing invoices up for payment**; uploading the invoices into system
- Performed **reconciliation of accounts payable transactions**
- **Administered the accounts** for ensuring that the payments made were updated
- **Worked closely with the vendors** and answered their inquiries; appropriately maintained the vendor files
- Formulated and submitted **monthly reports**; delivered support in **month-end closing activities**

PERSONAL DETAILS

Date of Birth: 30th April 1970

Languages Known: English, Hindi, and Malayalam

Address: Dubai, UAE