



THOMAS ZACHARIAH

Payroll Manager



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EDUCATION

Bachelor of Degree
Mahatma Ghandhi Univercity 2007
- 2010

Higher Secondary, India,
Kerala 2005 - 2007

Additional Course: -

- Vat & Corporate Tax

SKILLS: -

- Advanced knowledge of accounting package Tally ERP
- Proficient Knowledge in MS Office , Excel & Word
- Teamwork
- Critical Thinking
- Communication Skills
- Negotiation
- Adaptability

LANGUAGE: -

- English
- Hindi
- Malayalam

PERSONAL DETAILS: -

- Date of birth : **03/Dec/1988**
- Nationality : **Indian**
- Marital status : **Married**
- Visa Status : **Visit Visa**
- Visa Exp : **30/Mar/2025**

Seeking to contribute to a dynamic and growing organization, I bring a powerful combination of strong analytical abilities and exceptional interpersonal skills. With a commitment to hard work, I am eager to make a significant impact while striving for a role that offers professional growth opportunities and enables me to make meaningful contributions.

WORK EXPERIENCE:-

● Accountant & Payroll Accountant, April 2017 - August 2024

AZZURRO GROUP (Maisaloon Group), Dubai, U.A.E

Responsibilities:-

- Managed payroll for a large number of staff, ensuring timely and accurate salary disbursements. (5000 Nos)
- Prepared year-end schedules and accounts for audit.
- Reconciled bank transactions, including bank, H.O., branches, debtors, creditors, and stock.
- Maintained purchase and sales records, including stock registers.

Organization Nature Of Work: Facility Management

● Senior Accountant, October 2016 - February 2017

ALIN ENTERPRISES, Mumbai, India.

Responsibilities:-

- Controlled all accounting and financial matters.

Organization Nature Of Work: Dairy Fitting & Suppliers.

● Accountant & Admin. November - 2012 Sep 2016

GATEWAY QATAR W.LL, Doha, Qatar.

Responsibilities:-

- Financial accounting, bookkeeping, and financial reporting.
- Controlled all accounting and financial matters.

Organization Nature Of Work: Airconditioning & Civil Construction.

● Accountant June 2010 - November 2012

M/s. ACCOUNTS, Kerala, India.

Responsibilities:-

- Financial accounting, bookkeeping, and financial reporting.
- Controlled all accounting and financial matters.

Organization Nature Of Work: Airconditioning & Civil Construction.

Job Profile:

- Handling cash Management Preparation of year ending Schedules and Accounts for Audit.
- Reconciliation of: Bank, H.O, Branches, Debtors, Creditors and Stock.
- Maintain Payroll [Maintain and manage payroll for a large number of staff, ensuring timely and accurate salary disbursements.]
- All kinds of Bank Transactions. Maintaining Purchase & Sales including Stock Register.