



# THADEVUS P TOM

## (ACCOUNTANT | M.COM)

### PROFESSIONAL EXPERIENCE

#### Accountant

Tomfact Global solutions  
Mangalore. India

June 2017 – July 2018  
December 2020 – November 2023

#### Financial Management

- Processed invoices, bills, vouchers, management of cash and ensuring accurate bookkeeping adhering to GAAP standards.
- Generated daily, monthly, and year-end financial reports and reconciliation, reconciling POS transactions, and conducting bank, RTO, and inter-branch reconciliations.
- Managed bank deposits, receipts and payments, and oversee accrual entries, prepaid and outstanding expenses, rectification entries on approval (R2R) Record to Report.

#### Accounting Operations

- Managed stock reconciliation, vendor payment and reconciliation and generated purchase orders and sales orders through the (P2P) procure-to-pay system.
- Managed general ledger accounts, process invoices, and reconcile bank statements, ensuring accuracy and compliance with regulatory requirements.
- Facilitated e-way billing and Gulf VAT compliance, handled GST filing, TDS entries, sales, discount entries, bad debts entries, and deferred revenue.

#### Financial Reporting and Analysis

- Prepared financial statements, including balance sheets, income statements, and cash flow statements, ensuring accuracy and compliance with GAAP standards.
- Collaborated with department heads to develop accurate forecasts and to identify cost-saving opportunities.
- Conducted in-depth financial analysis to assess company performance, identified trends, and provided actionable insights for informed decision-making.
- Managed data - recording, cleaning, analysis, report visualization and presentation.

#### Auditing and Compliance

- Coordinated audit activities with external auditors, preparing audit schedules, responding to inquiries, and implementing audit recommendations for process enhancements.

Experienced Accountant skilled in managing daily operations, ensuring accuracy in reconciliation, and generating detailed financial reports. Thrives as a team player, excelling in new environments, and eager to contribute to departmental goals while enhancing leadership skills and always curious to learn.

### CONTACT

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Email: [thadevuspt@gmail.com](mailto:thadevuspt@gmail.com)

LinkedIn profile URL-  
<http://www.linkedin.com/in/thadevus-thomas>

Visa status: Visit visa

Passport number: N4715931

Current location: Al-Rigga, Dubai

### SOFTWARE

- Tally ERP (Prime)
- PG Finance software
- Zoho Mail

### PRODUCTIVITY

- Microsoft Word
- Power Point
- Microsoft Excel
  - What if analysis, Forecasting, Pivot table, Lookup formulas.

## KEY SKILLS

- Detail Oriented
- Self-Motivated
- Dedicated
- Time Management
- Process Improvement
- Analytical skills
- Problem solving skills
- Loss Prevention

## LANGUAGES KNOWN

- English
- Hindi
- Malayalam
- Kannada
- Tamil
- Tulu

## PERSONAL QUALIFIED CERTIFICATION

**Basic Managerial Skills** - 2020  
SDM P.G College Ujire Mangalore.  
India

**National Cadet Corps B  
certification** -2016  
Authority of Ministry of Defence,  
Government of India

**Advanced Diploma: Tally  
Accounting package** - 2015  
Bit Byte Computers Ujire  
Mangalore. India

- Ensured compliance with federal, state, and local tax regulations, preparing and filing tax returns, conducting tax research, and implementing strategies to minimize tax liabilities.

### Team Leadership and Process Improvement

- Provided guidance and mentorship to junior accounting staff, fostering a collaborative work environment focused on professional development and achievement of departmental goals.
- Identified inefficiencies in financial processes and implemented solutions to streamline workflows, enhance accuracy, and reduce costs.

## EDUCATION

### Master's Degree: Master of Commerce (M. Com)

SDM P.G College Ujire Mangalore. India 2019-2020  
Major – Accounting standards and Financial accounting,  
Corporate Accounting, Accounting theory and Practice,  
Advanced cost and Financial Management accounting

- Completed with distinction – 7.25 CGPA

### Bachelor's Degree: Bachelor of Commerce (B. Com)

SDM U.G College Ujire Mangalore. India 2014-2017  
Major – Auditing, Financial Accounting, Financial  
management, Direct and Indirect taxes, Business statistics  
and mathematics

- Completed with first class – 6.89 CGPA

### Pre-University education (Commerce)

Mundaje PU College Mundaje Mangalore. India 2012-2014  
Intermediate Commerce

- Completed with first class – 8.46 CGPA

### SSLC education

Saraswathi English medium high school  
Mundaje. India 2012

- Completed with first class