

# RESUME



**Marydas Joseph**  
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KERALA  
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ABOUT ME IN SHORT	
Age	44
Qualification	Masters in Finance (M.Com with Finance & Taxation)
Last Worked	United Facilities Management Services LLC
Last Designation	Finance Manager
Total Experience	20+ years
Area of Strength	Data Analysis and Reporting Financial Model Building in Excel, <b>Power BI</b> Advanced knowledge in Power Query, DAX, Excel, and Financial Dashboard preparation Strong in Costing, Financial Management, Report Making, Implementing Internal Control System. Experience in working for ERP implementation, Accounting, Inventory Management and Payroll software development team.

## Areas of Strength-in detail

Accounting Software	<ul style="list-style-type: none"><li>▪ IFS &amp; SAP ERP Software</li><li>▪ Tally &amp; Quick Book Accounting Software</li><li>▪ AS 400 IBM Software</li></ul>
Office Software	<ul style="list-style-type: none"><li>• Advanced knowledge in Excel, Power BI (Business Intelligence) and <b>Power Query</b></li><li>• Very strong in Dashboard preparation, Automate Excel/PBI Report</li><li>• <b>Power Bi, DAX and Data Modelling</b></li></ul>
Accounting Works	<ul style="list-style-type: none"><li>• Accounts Receivables / Payable</li><li>• Banks/ Related Party Reconciliation</li><li>• General Ledger/Asset Accounting</li><li>• Payroll Preparation</li></ul>

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	<ul style="list-style-type: none"><li>• Petty Cash Transactions</li><li>• Preparation of Interim &amp; Final Financial Reports/Budgets</li><li>• Financial Statements &amp; Accounts Finalization Works</li><li>• Costing and Pricing of Products</li><li>• MIS Reports</li><li>• TDS and other Income tax related works</li><li>• Central Excise &amp; Service Tax &amp; VAT</li></ul>
Others	<ul style="list-style-type: none"><li>• Hedge Accounting</li><li>• Tally Software Installation and Configuration</li></ul>

## **Professional Experiences**

<b>Company</b>	<b>United Facilities Management Services LLC-Muscat</b>
Designation	Finance Consultant
Duration	From 1 <sup>st</sup> Jan 2021 31 <sup>st</sup> Jan 2024

<b>Company</b>	<b>United Facilities Management Services LLC-Muscat</b>
Designation (2018 to 2020)	Finance Manager & Board Secretary
Designation (2015 to 2018)	Manager-Management Accounts
Designation (2012 to 2014)	Senior Accounts Officer
Duration	From October 2012 till 31 <sup>st</sup> Dec 2020

<b>Company</b>	<b>Oman Aluminium Processing Industries LLC, Oman (Joint Venture of Takamul Investment Company SAOC &amp; Oman Cables Industry SAOG)</b>
Designation	Accounts Officer
Duration	2 Year 6 Months (April'2010 to September 2012)

<b>Company</b>	<b>Saud Bahwan Automotive LLC, Oman</b>
Designation	Branch Accountant
Duration	1 Year 7 Months (From Aug'2008 to Mar'2010)

<b>Company</b>	<b>Toms Pipes Pvt Ltd, Kottayam, India</b>
Designation	Chief Accountant
Duration	1 Year 7 Months (Dec'2006 to Aug'2008)

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<b>Company</b>	<b>St.Joseph College of Communication, Kottayam, India</b>
Designation	Chief Accountant
Duration	1 year

<b>Company</b>	<b>Paragon Polymer Products Pvt. Ltd, Hyderabad, India</b>
Designation	Accountant Assistant
Duration	9 Months

## Areas of experience: In Detail

### As Finance Manager

- **Reporting:** -Working as Finance Manager in United Facilities Management Services LLC the main role was preparing monthly MIS and report to CEO and to the Board of Directors. Extract the monthly data from Accounting software in project wise and making Income Statement, Statement of Financial Position and Cash Flow statement. Cost Centre wise (Project wise) profitability analysis, compare the data with last month and budget and find the variance and reason for the variance.
- **Commercial Preparation for Tenders:-** As a management accountant it was my duty to prepare commercials (Costing & Pricing) for Tenders by collecting data from Operations Team and by studying the scope of work in Tender Documents.
- **Budget:-** Prepare yearly budget for each project and make consolidated budget and present to CFO and CEO.
- **Betterment.** Report to the management about the weak projects and its reasons, give suggestions for the betterment.
- **Finalisation and Audit:-** Prepare the books for finalisation and make schedules for Auditors. Work with Auditors for yearly Auditing.
- **Calculation File creation:-** Prepare various supporting files for calculation of Depreciation, Pre-paid expenses amortisation, Provisions, Sales Calculations, Costing sheet etc.

### As a Senior Accounts Officer

- **Daily Works** :- Verifying journal entries, verify the supporting documents , analyse the quotations , compare the budget with actual before processing entry, checking payment entries, Inter-company reconciliation, Production entry verification, Bank Reconciliation etc
- **Monthly Works** :- Preparing Financial Statement, Balance Sheet, Cash Flow Statement, analysis of budget with actual and Prepare MIS, cost centre wise financial statement analysis, Costing and valuation of closing stock
- **Others** :- Finalisation of Accounts, Make Schedules & Report to the Auditor for annual auditing, Team leader of Software implementation for HR & Store Management System

### As a Chief Accountant

- **Managing Accounts:-**Overall control of accounts of Two Manufacturing Firms and Two Distribution Firms in Toms Group. (Toms Group is one of the major PVC Pipe Manufacturing Company in Kerala, India.) Managing of Bills Receivable / Payable, Bank and Cash, Costing and Pricing, Accounting of

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Manufacturing and Stock control. E-Filing of various Tax Returns such as Central Excise, Sales Tax, Service Tax and Income Tax.

- **Co-ordinating Sub-ordinates:-** In Toms Group, separate accounts departments for each company. And I have to assign Jobs to the accountants and follow-up of proper working of Internal Auditing System.
- **MIS Reports :-** Weekly and monthly analysis of Sales, Outstanding, Stock, Over Draft and its Interest, Expenses, Production, wastage in production, loss in labour hours etc and reporting to the Management.

## **As an Accountant**

- **Daily Sales Accounting:** Expertise in posting of Daily sales (including cash, cards, credit sale etc.) in their respective ledgers.
- **Accounts receivables/payable:** Exposure in dealing with suppliers for their payment according to their various credit periods and 500 plus debt collection from our customers those have credit facilities.
- **Payroll preparation:** Expertise in preparing payroll for 100 more staffs in our organisation.
- **General Ledger & petty cash Transaction:** Well expertise in the area of General Ledger posting (especially Asset and Banking transactions) and petty cash Transactions.
- **Finalization works:** Engaged in the preparation of various types of schedules for our Internal Auditors.
- **Financial Reporting:** Expertise in the preparation and presentation of Financial Reports and Budgets required for Management.

## **Personal Profile**

<b>Name</b>	<b>MARYDAS JOSEPH</b>
Date of birth	14 <sup>th</sup> March 1980
Sex & Marital Status	Male, Married
Languages known	Malayalam, Hindi ,English
Nationality	Indian
Permanent Address	Valiapampil (H), Cheeramchira P.O, Changanacherry,Kottayam KERALA PIN-686106
	Contact No: 0091-8281365277.
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## **Educational Profile**

<b>Academic Qualification</b>	<b>Degree/ Specialization</b>	<b>Performance</b>	<b>University/Board</b>
Master of Commerce	M.Com (Finance)	First Class	Mahatma Gandhi University (2004)
Bachelor of Commerce	B.com (Hons. – Finance)	Second Class	Mahatma Gandhi University
Secondary School		First Class	Kerala

## **Declaration:**

I hereby declare that the above information is true to the best of my knowledge and belief.

Place: Changanacherry

Date:

**Marydas Joseph**