

**RAJAKUMAR**

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**SUMMARY**

**Last worked in Aujan Coca-Cola Beverage Company, Jeddah Saudi Arabia, Indian, born in 1975. Having a total of 17 years of Finance and Accounting experience (10 Years in India and 7 years in Saudi Arabia) after my Post-Graduation in Commerce and Accounting. I can handle more challenging roles in the field. Known languages; English, Hindi, Malayalam (full) Arabic, Tamil (speak and understand). Well experienced in MS Excel for all types of reporting and analysis. Total 9 years continuously using all modules of MFG/PRO, an ERP package of full Accounting.**

**HIGHLIGHTS**

* General Accounting on ERP platform
* Receivables Control- Overdue analysis, Balance Confirmation, Dispute Tracking & sloving etc.
* Sector and Division wise Accounting
* Retail HHT and its operations
* Promotions and Display Tracking and Accounting for Key Accounts
* Sales Commission and Incentives
* Inter branch and Head office Reconciliations
* Pay Roll Data
* Inventory control on WMS system.
* Excellent in MS Excel reporting

**ACCOMPLISHMENTS**

Introduced a Tracking system for disputed amounts in Receivables which is working fine and providing support for reconciling and recovering those amounts in my current company, Aujan Coca Cola Beverage Co.

**EXPERIENCE**

**(1/4) SENIOR BRANCH ACCOUNTANT**  **September 2008 to April 2015**

**AUJAN Coca-Cola BEVERAGE CO. JEDDAH-SAUDI ARABIA**

(Manufacturing and Marketing of Beverages – RANI, BARBICAN,VIMTO,HANI brands in Middle East)

* Responsible for entire Accounting and Finance operation of the biggest Branch in KSA
* Managing Receivables, Expenses, Inter Branch Transactions
* Pay Roll data on a monthly basis
* Sales Commission and Incentive finalization
* Routine as well as special Reports to Head Office
* Managing 7 Accountants and Cashier
* Ensure daily collection depositing to bank without fail
* Monitoring Sales, Collection, Inventory and Remittance – especially Retail Channel
* Ensure all Price Revision and Promo are going fine
* Credit Control and approvals for releasing Key Accounts orders
* Furnish audit requirements
* Manage petty cash within the limit, its replenishment and disbursement
* Inventory control with WMS support
* Factory Related Accounting
* Ensure all transactions in the branch is as per the Policy and procedures

**(2/4) SENIOR OFFICER – ACCOUNTS March 2006 to August 2008**

**GODREJ AGROVET LTD., KOCHI –INDIA**

(Godrej Group Company engaged in the Manufacturing & Marketing of Animal feed; Cattle feed, Poultry Feed & Aqua Feed. Having Oil Palm Fields, Agro input Business)

* **Full control of the Finance & Accounts Functions in Kerala**
* **Costing & Contribution Analysis**
* **Debtors Control & Sanction for dispatch**
* **Pass Credit Notes on scheme & budget basis**
* **Creditors A/c : Payment & Reco**
* **Purchase Order & GRN**
* **Handling Cash & Bank Operations**
* **Laisoning with statutory bodies**
* **Dealing with Bank & other financial partners**
* **Budgetary Monitoring & Control of Overheads**
* **Fund Management**
* **Monthly Reports;**
  + Contribution Statement
  + Bank Reconciliation of all Bank accounts
  + Stock Reconciliation & Cycle Count
  + Sales Tax Return for CST & KVAT
  + Service Tax & TDS Deduction

**(3/4) SENIOR OFFICER – ACCOUNTS December 2002 to March 2006**

**MAS ENTERPRISES LTD., IDUKKI, INDIA**

(A well running Public Limited Company with a turn over of Rs.150 Crores, Having operations in the field of Cardamom Export, Curry Powder, Tea, Plantation, Fertilizers & Chemicals, Tourism etc.)

* **Full control of Accounts of :**
  + FMCG Division
  + Cardamom Division
  + Fertilizer Factory
* **Inter Division Reconciliation and monitoring of 8 Divisions and its Sub-divisions.**
* **Monthly Reports;**
  + Profit & Loss A/c and Balance Sheet
  + Bank Reconciliation of all Bank accounts
  + Stock Reconciliation & Variance Report
  + Sales Tax Return for KGST & TNGST
* **Routine Duties**
  + Checking & Passing of Voucher, Receipt & Day Book of the Divisions under control
  + Checking Invoice & Delivery Note of FMCG Division on Dispatch
  + Monitoring Debtors & Creditors account of the Divisions under Control
  + Daily collection and Outstanding details Report filing to General Manager
  + Pricing for Export of Cardamom & Curry Powder
  + Laisoning with Dealers & Suppliers all over India
  + Costing & Analysis on Consumer Products

**(4/4) SENIOR ACCOUNTANT August 1998 to November 2002**

**V-STAR CREATIONS – KOCHI, INDA**

(A V-Guard group Concern)

* Budgeting, Cost Analysis, Variance Analysis and Internal Control
* Pricing
* Laisoning with Statutory Auditors
* Fund Management
* Debtors Control
* Dealing with Banks and Financial Institutions.
* **To do overall supervision of accounts department to ensure that all the books of accounts and registers are kept upto date and accurately.**
* **Preparation of periodical reports such as**
* Stock Report
* Cash Flow Statement
* Profitability Statement
* Budget Review Report
* Stock Reconciliation Statement
* Bank Reconciliation Statement
* Monthly Profit & Loss A/C & Balance Sheet
* **To complete the statutory requirement such as**
* Proper deduction and depositing of PF& Superannuation contribution
* Deduction of TDS from salary, contractors payment and timely deposit
* Issue of TDS Certificate and TDS Return in time
* Submission of S. T. Return and Payment of Sales Tax before due date
* **Varification of bills and vouchers of**
* Suppliers
* Other Vouchers
* **To complete the finalisation of accounts in time**
* **Sales Tax & Related matters**
  + Filing of Monthly and Annual Returns
  + Attend Sales tax cases at check posts
  + Appear for Sales Tax Assessment & Hearing
  + Appear for Appeals, Revision petition etc.,

**EDUCATION - REGULAR**

**MASTER OF COMMERCE (M.Com)– FINANCE STREAM 1998**

MAHATMA GANDHI UNIVERSITY, KOTTAYAM, KERALA-INDIA

**Passed with 56 % Marks**

**From Devamatha College, Kuravilangadu, Kottayam**

**BACHELOR OF COMMERCE (B.Com) – Costing 1996**

MAHATMA GANDHI UNIVERSITY, KOTTAYAM, KERALA-INDIA

**Passed with 63 % Marks**

**From Devamatha College, Kuravilangadu, Kottayam**

**Pre Degree Course (PUC) 1993**

MAHATMA GANDHI UNIVERSITY, KOTTAYAM, KERALA-INDIA

**Passed with 71 % Marks**

**S S L C 1990**

STATE BOARD OF PUBLIC EXAMINATIONS, KERALA-INDIA

**Passed with 54 % Marks**

**EDUCATION - ADDITIONAL**

**Diploma in RDBMS 2001**

CYBER PRISM LIMITED, KOCHI-KERALA

**Post Graduate Diploma in Taxation (Open School) 2004**

INSTITUTE OF TAXATION STUDIES, TRIVANDRUM, KERALA

**EXTRA CURRICULAR ACTIVITIES**

National Cadet Corps (NCC) “C” Certificate holder &

Best Cadet for the Year 1995.