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| Rajesh |

##### Summary of Qualifications

Results-driven professional with proven experience in Business Administration and Management, Finance, Accounting, Auditing, HR, Hospitality Management, Logistics and Customer service. Supporting government and commercial organizations both domestically and abroad. Successful leveraging key relationships, resources, and leadership skills to maximize performance across business functions. Exceptional at tracking and managing of resources to effectively meet capacity and demand requirements. Highly competent at directing teams that collaborate as focused units to achieve aggressive business goals. Proficient in MS Office, MS Outlook, PeopleSoft, SAP FI/CO, IBS-CMM, Quicken, DynMRO, DeltekCostPoint, FoxPro, Tally 9.2, Peachtree.

**Core Competencies:**

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| * **SAP R/3 FI/CO (ECC6) AND MM.** | * Finance and Accounting. | * HR/Business Administration. |
| * **Procurement/Store/Warehouse Management.** | * Resource Planning & Execution. | * Public Relations. |
| * Hospital Administration/Management. | * Customer Service Leadership. | * Project Coordination. |

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| Professional Experience (15 yrs) |

**SAP MM, End User Trainer, India. Jan 2016 – Present**

* Providing end user training on MM.(**RFQ,QUOTATIONS,PO,VENDOR CREATION,TAX CONFIGURATION etc.,)**
* Knowledge and Experience in configuration of SAP FI modules.

**SAP MM, Procurement Clerk,** Materials Dept, Malabar Cements, Govt. of Kerala, India. **Nov 2014 – Nov 2015**

* Receiving purchase requisition from internal departments
* Make sure the requisition is approved by the materials manager
* Processing tender by publishing the requirements in the website as per policy
* Intimation to the existing vendors/suppliers though SAP/RFQ, emails and phone calls.
* Responsible for receiving and keeping quotations/offers till dead line date
* Recording the received offers in the register
* Informing the finance representative and material manager regarding the bid open date and time
* Make sure the offers are signed and sealed by the authorities.
* Setting up file for evaluation process by keeping offers, RFQ copies, tender copy and requisition accordingly
* Sending email to the suppliers regarding discrepancies found in the offer and get corrected
* Processing offers in the SAP system by maintaining quotation and preparing comparison statement
* Sending files to the indenting department for technical evaluation through proper channel
* Receiving the technically evaluated files for preparing tender committee report for finalizing the suitable vendor
* Make sure the prices, terms and conditions of the vendors are clearly specified in the committee report for finalizing suitable vendor.
* Sending the Tender Committee Report along with offers to the top level authorities for approval
* **Receiving the approved files for preparing purchase order in the SAP**
* **Configuration of Taxes (KVAT/CST/ED etc) in the purchases order accordingly**
* Sending the signed purchased order to the supplier by post or scanned copy through email
* Follow-up with the vendors regarding the supply of materials.
* **Processed bill forwarding memo and confirmatory purchase orders for payments.**
* Attending customers telephone calls professionally
* Drafting and sending letters to the suppliers as and when required.(for clarification, negotiation etc)
* Preparing reports in the excel
* Make sure all the process are in compliance with the policy
* Performed other duties assigned by the manager

**SAP Professional/Accountant (SAP R/3 FI/CO),**Accountants Service Society Pvt Ltd., Thrissur, India **Apr 2012 – Jun 2014**

(Configuration and implementation knowledge of SAP FI/CO modules. Completed projects in SAP)

**Enterprise Structure Configuration, G/L Creation, Vendor & Customer Creation**

**Accounts Payable**

House banks - Advance payment to vendors (Down payment) - Terms of Payment - Automatic Payment Program (APP).

**Accounts Receivable**

Advance Receipts - Bills Discounting – Dunning.

**Fixed Assets**

Creation of Assets

**Taxes**

Tax on Sales and Purchase - Withholding tax:

**Controlling**

Maintain controlling area – Define cost centre accounting – Define cost element for activity allocation – Create activity types – Maintained statistical key figures

**End User Training**

**Finance Specialist, DynCorp, Intl LLC, Dubai/Afgan Jul 2010 – Mar 2012**

Finance Specialist is responsible for the Finance Team Operations in support of LOGCAP IV task order in Afghanistan. The Finance Specialist will have the responsibility for managing the FOB’s financial activities. Handling in Country payments, Local purchases and sending Daily/Weekly/Monthly reports to the CSO Finance Office, Kandahar. Proficient in MS Office (Word, Excel, PowerPoint and Access), Working knowledge in PeopleSoft, Quicken, DynMRO, IBS-CMM, SFTP, DynInsight and other databases

* Responsible for in country payment to employees, which includes local and foreign national employees.
* Preparing Cash Disbursement/Receipt Vouchers for all transactions and getting signatures from the approvers.
* Make sure all the transactions are adhere to the company’s policies and procedures.
* Coordinating with the Military finance office to support FOB’s financial requirements (Local currency exchange).
* Responsible for the Local Purchases made in the FOB.
* Payment made for Local purchases to overcome the contingency at FOB with the prior approval from Site Manager and Finance Manager.
* Reimbursing the mobilization charges to employees(baggage, dental and medical, finger print and background check)
* Coordinating with other offices to support the finance functions(HR/Travel/Flight Ops/Project Controls etc)
* Sending daily/weekly/monthly cash count and Quicken reports to the CSO finance office
* Providing excellent customer service
* Weekly Orientation to new hires/arrivals
* Professionally handled employees pay issues.
* **Briefing on Time keeping and Finance policies to the new hires/arrivals on weekly basis.**
* **Provided training to the new hires for clocking Time sheet in the Company system.**
* Completed TLS Training for Supervisors.
* **DynMRO** ordering and tracking for the dept/sections.
* **Completed 30 hrs OSHA Training.**
* **Performed daily safety briefing.**

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| **HR Associate, (Medical Insurance Claims Processing) Occupational Health Dept,** CSA Ltd, Kuwait | **May 2005 – Oct 2009** |

Provided administrative and clerical support to **Occupational Health Dept**. Professionally managed more than 15000 employees’ medical files. Sending daily reports to the top management and other concerned personnel. Sending soft copies of the employees **medical claim documents** to **AIG Insurance Carrier in TX, US and Dubai for processing**. Tracking and follow up of the Medical Insurance claims. Sending employees claims documents through FedEx, DHL and UPS. Working knowledge in Deltek Costpoint. Proficient in MS Office (Word, Excel, PowerPoint and Access), Excellent Customer service and communication skills.

* Provided administrative, secretarial and clerical support to the HR/Occupational Health Dept.
* Provided dedicated customer service during normal operating hours.
* **Orientation on workers compensation and medical benefits to the new hires/arrivals on weekly basis**
* Responsible for receiving and reviewing claims documents from the Occupational Health nurses and make sure the documents submitted are adhered to the company’s policy and procedures.
* Created folders and files for each claims using medical and personal information’s.
* Filling up the required forms for all new claims with supporting documents.
* Scanning all the documents to the claimants file.
* Made photocopy of all the medical and personnel information’s for sending the claims to the Insurance Carrier.
* Responsible for sending the hard copy of claim forms, copies of medical documents with personal information's to the (AIG) Insurance carriers in United States and Dubai for processing employee’s claim.
* E-mailed the claim forms, scanned medical documents and personal information’s to the concerned Insurance Officer.
* Follow up with the Insurance Carrier for reimbursement of claims, medical bills and other expenses.
* Prioritized the insurance claims by using MS Excel.
* Made phone calls and e-mailed the claimants regarding the disbursement of check/cash through petty cashier.
* Calculated the average weekly wages of the claimants by reviewing their salary information and made statements/reports on that, then submitted to the supervisor for review.
* Sent the reviewed and signed documents to the AIG for approval.
* Maintained the hard and soft copy of all medical and personal information’s of claimants.
* Created and maintained claimant’s database in MS Excel and Access for the retrieval of medical information quickly.
* Created and executed numerous projects in MS Excel using excel formulas; Access and Word are also used for projects.
* Provided weekly, monthly, quarterly and yearly reports to the Occupational Health Manager, HR Manager, Finance Manager, PM and other concerned personnel.
* Tracking claimant’s medical information’s.
* Scheduled and greeted customers, answered telephones and performed data entry.
* Participated in quality improvement programs.
* Filing of the office correspondence and the confidential documents
* Setting up and maintenance of filing systems.
* Maintained all medical and personnel records in a professional manner.
* Maintained more than 15000 employees medical and personal information’s and responsible for answering their questions on medical benefits.

Done daily safety.

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| **Public Relations Officer,** Valluvanad Hospital Complex Ltd, **Multi-Specialty Hospital**, Ottapalam, | **Jun 1999 – Nov 2004** |

Provided excellent customer service and administrative support to the hospital team. Preparing and sending daily reports to the top management. Coordinated and conducted free medical camps at different locations in the entire taluk. Prepared discharge bills. Maintained employees time cards. Maintained good relationship with the bankers, government officers, doctors and public. Good communication and computer skills. Proficient in MS Office (Word, Excel, PowerPoint and Access), and FoxPro.

Front Office/Reception

* Provided excellent customer service during normal operating hours.
* Answered to phone calls and operated EPBX system.
* Done OP/IP registration and admission.
* Directed the patients and by-standers to the concerned doctors or medical depts.
* Worked as a counter cashier and prepared computer bills.
* Prepared cash closing reports.
* **Processed medical insurance claims, sending medical document copies, follow-up with insurance companies.**
* Maintained medical records of the patients and filed the documents in a professional manner.
* Maintained register for the movements of medical files.
* Directed/Instructed the attenders to handover/drop the medical files to the concerned dept.

PRO (Internal duties)

* Provided excellent customer service during normal operating hours
* Prepared In/out patients reports on daily basis and submitted to the Administrator and Manager.
* Prepared the list of surgery patients and instructed the by-standers to pay advance amount towards the surgery charges.
* Coordinated with different departments for the accurate reports and smooth functioning.
* Received feedback from the patients and by-standers regarding the service and facilities provided.
* Handed over the comments and complaints to the Administrator and Manager for providing better service.
* Arranged ambulance service from other hospitals due to non-availability of our vehicles.
* Provided information (contact#, Service and facilities) of other higher medical centers for the referring patients.
* Prepared duty chart for the counter staff.

PRO (External duties)

* Conducted free medical camps at different locations in the entire Taluk.
* Coordinated with local clubs, panchayats and municipalities for conducting medical camps.
* Made arrangements for conducting medical camps.
* Collected feedback from the patients for further development.
* Visited PHCs and Taluk hospital and made aware of the services and facilities provided by our hospital.
* Visited government offices and other offices for the approval and sanction.
* Travelled lot of places in the district for the publicity of the hospital services and facilities.

Office Support

* Answered to the questions on discharge bills to clear the customers.
* Coordinated with the doctors, medical/nursing superintendent and other officers while preparing patient discharge bills/statement.
* Maintained and updated personnel records in the system.
* Prepared reports on attendance and leave of absence of employees.
* Presented reports to the manager, on daily/bi-weekly/monthly basis.
* Filled the documents in a professional manner.
* Made 100% Inventory.

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| **Audit Assistant,**Chartered Accountants Firm, Ottapalam, Kerala, India | **1998 --1999** |

Provided accounting, auditing and administrative support to the Auditing team. Preparing reports. Maintained good relationship with Customers, bankers, Government officers and public. Good communication and computer skills. Proficient in MS Office (Word, Excel, PowerPoint and Access)

* Assisted and supported the auditing team.
* Cross checked the original document/bills with the reports/records.
* Verified the totals of the journal and ledger books
* Prepared statements of accounts, cash flow/fund flow statements.
* Prepared statement and reports as per the accounting policy.
* Also done other duties assigned by the supervisor

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| Education / Certifications |

* **Masters Degree in Business Administration (Finance and Marketing),** MG University, Kerala, India.
* **Bachelor of Commerce,** Calicut University, Kerala, India.
* **Diploma in Computer Applications, STED Project Calicut, Kerala, India.**
* **Personality Development Course Completed.**
* **Completed 40 hrs IELTS Training.**
* **Total Quality in Hospitality Management Certification.**
* **30 hrs OSHA training certification.**
* **DynMRO (Software for Material Request Order)**
* **Successfully completed Computer Users Security Course**
* **Working experience in FoxPro and Deltek Cost point, PeopleSoft, Quicken, SFTP, DynInsight and TLS**
* **Tally ERP 9 and Peachtree(Accounting package)**
* **SAP R/3 FI/CO**
* **IT Security Training completed**
* **Certification in English typewriting. (50-60 words)**
* **Country License and US Base driving license**

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| Personal Details |

* **Age and DOB : 39, 1st June 1977.**
* **Marital Status : Married**

**Job Seeker First Name / CV No: 1719228**

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