RAJESH

RAJESH.330856@2freemail.com

# OBJECTIVE

To join an organization where I can enhance my skills and expertise as well as to attain a high level of performance for a career growth and personal advancement in the field of finance and banking.

# PROFESSIONAL EXPERIENCE

* Working with United Eastern Medical Services LLC – Abu Dhabi, UAE as Accountant from July 2011. (Specialties in Healthcare Investment and Development, Women's and Children Hospital, Outpatient Specialty Centers, Family Health Centers).
* Worked with Village Valley Packaging Factory – Dammam, Saudi Arabia as Accountant from June 2010 to March 2011.
* Worked for Pranav Agencies Pvt. Ltd. (Dealer’s for National Paints) – Cochin, Kerala, India as Accountant from September 2007 to May 2010.
* Worked for Middle East Hotel (3 Star) in Nasser Square, Dubai, UAE as Accountant from August 2005 to August 2007.
* Worked with Hotel Royale Park (3 Star) – Alappuzha, Kerala, India as Accountant from February 2001 to August 2005.
* Worked with Sykes & Ray Equities Pvt Ltd., Colaba, Mumbai, India as Account Assistant from August 1996 to February 2001.
* Worked with Speer Communication Pvt. Ltd., Colaba, Mumbai, India as Account Assistant from December 1994 to August 1996.

**JOB PROFILE**

**Accounts/Finance**

* Maintaining books of accounts in Microsoft Dynamic AX Financial Software.
* Maintaining of Hospital Revenue, Patients Insurance Report through PRAGMATIC

 Hospitalization Software.

* Handling the accounting systems & financial statements including Payables, Receivables, Bank

 Reconciliation, Payrolls

* Monitoring the status of debtor balances & following up with them for payment recovery.
* Preparing asset registers & making proper adjustments with respect to depreciation.
* Preparing and maintaining statutory books of accounts viz , journal, ledger, cash book and

subsidiaries in compliance with time & accuracy norms.

* Preparing and maintaining necessary stock records to track the inward / outward movement of

goods; conducting stock verification / reconciliation at regular intervals.

* Determining the accounts payable position for making timely payments to creditors.
* Preparing Inter Unit Reconciliation statements for reconciling cash & bank balances involving

active coordination with bank authorities.

* Implementing cost management initiatives, monitoring various overheads & achieving maximum

cost control.

* Preparing periodical cash flow statements for monitoring the flow of working capital/cash.
* Liaising with banks for day to day Cash requirements.
* Interacting with banks for timely deposits of payments and handling other routine banking

operations.

* Monitoring daily collection and debtor credit limit; preparing outstanding statements, Credit

Index Reports and Defaulters List.

* Ensuring speedy processing of market claims and credit notes to the customers.
* Managing Payroll Processing function involving computation of salaries and other statutory

returns.

## **EDUCATIONAL BACKGROUND**

* Bachelor of Commerce Degree from Bombay University – Bombay, INDIA (1989-1993)
* Diploma In Computer Science from DATAPRO INFORMATION TECHNOLOGY – Thane – INDIA (1993 – 1994)
* English Typewriting @ 40 words per minute – Pune Board, INDIA (1987-1988)

# SKILLS

* Microsoft GP Dynamic, Microsoft AX Dynamic Financial Software
* Accounting Software – Tally ERP 9 ver with Inventory System
* Share Inventory Software
* Hotel Software – DATAMATES
* Advertisement Software – Mediaware
* Windows NT, MS Office
* Good knowledge of office and clerical procedures (i.e. filing, typing, photocopying and scanning, Letter Drafting, Email, Quotation making).
* Can operate fax, copying machine, manual typewriter, telephone.

# PERSONAL DATA

Date of Birth : **2nd December 1969**

 Place of Birth : **Kalyan, Thane District, Maharashtra, INDIA**

 Citizenship : **Indian**

 Sex : **Male**

 Civil Status : **Married**