**RAJASEKHARAN**

**RAJASEKHARAN.336416@2freemail.com**



**CAREER OBJECTIVE:**

A qualified with 26 years of experience and extensive knowledge in Costing and Finance. Proven record of establishing cross-functional partnerships to deliver stellar results. Analyzing all costs data for actuals, monthly forecast and annual budget and contributing to the preparation of requisite financial statements. Lead, analyze and report ways to improve inter business cost control and efficiency. Ability to overcome complex challenges and make highly stake decisions using experience backed judgment, strong work ethic, integrating and mutual trust.

Research and analyze financial information and monitor financial movement to support senior management with analytics and recommendations to enable decision making. Having the ability to handle complex assignments effectively & possessing the confidence to work as part of a team or independently.

Seeking a manager position with a forward thinking company where I can provide my expertise in driving efficiency and productivity in a very challenging and highly computerized environment.

 **AREAS OF EXPERTISE**

* Budgeting & Forecasting
* Organizational Re-engineering
* Menu Planning
* Costing & Financial management
* Implementation of standard costing system
* Operations Internal control
* F & B Cost Control
* Strong analytical, inter personal communication skill
* Inventory control
* Scenario Analysis
* Cost proposal/volumes preparation
* Trial balance (Ledgers)
* MIS
* JD Edward (Oracle)

**CURRENT EXPERIENCE**

**Accounts Officer Since April 2000**

**Dubai - United Arab Emirates**

*Emirates flight catering is a subsidiary of Emirates Group, the largest flight catering facility in the world in terms of volume throughput, capacity to produce over 160,000 meals per day handling 430+ flights per day serving 125+ international airlines.*

**Responsibilities:**

**Accounts officer**

 **Management Accounting & Reporting**

* Preparing weekly, monthly and quarterly accurate management reports, profit & loss statements, balance sheet and cash flow statements for individual profit centres and consolidated report.
* Preparing budget and forecast for the individual business units and implementing performance rating measures for respective units.
* To be the main point of contact for all external and internal auditors by providing all the data and necessary information by coordinating effectively with the internal team.
* To be accountable to conduct periodical review of all financial policies, practices, corporate goals and planning financial controls on projects, exploring potential problems or opportunities
* Engage in bench marking studies to establish areas of potential operational improvement
* Ensuring staff are professionally supervised, trained and motivated to achieve the objectives agreed upon whilst providing the necessary guidance whenever required.
* Working closely with other departments in guiding and controlling day to day aspects related to revenue, budget and variances and / or on any other financial analysis
* Implement cash control procedures, daily verification of cash, reconciliation of clearing account on periodic basis.
* Reporting of customer ageing and highlighting the potential risk along with suggestion to mitigate the same.
* Optimization of cash flow through effective forecasting based on analysis of key events, payment commitments and historical trends.
* Recommended appropriate dividend issuances, based on historical dividend patterns and expected cash flows
* Protect organization’s value by keeping information confidential

 **Standard cost setup and control**

* Review menu component, cost allocation of overheads, indirect costs and ensure it is accurate and in line with best practice and business needs.
* Proactively provide monthly cost report to the business so that they are held accountable for their variances against forecast and budget.
* Review and analyze inventory and margin report, conduct research and perform analytical studies in regards to cost analysis and profitability.
* Review company bottlenecks and recommend changes to improve the overall level of company throughput.
* Investigate and report on unusual cost trend.
* Maintain the document system of costing policies and procedures
* Implement, monitor and provide continuous improvement in the standard work procedures for appropriate cost accounting procedure and methods.
* Analyze cost accounting data and assist with cycle count. Ensure internal controls are robust and active
* Prepare presentation and progress reports on food cost, yield analysis and KPIs.
* Prepare work papers and summaries the actual spend versus budget and variance analysis on food cost, menu changes etc.
* Assist with cost data and analysis to aid Procurement analysis.
* Assist with cost data and analysis to aid preparation of on operational decisions with financial impact such as buy/hire, outsource / in-house.
* To work out profit & loss on each item sold.
* Reduce wastage by analyzing product design decision, yield, quality losses etc.
* To follow the best and acceptable practices on pricing strategy on the company to maintain the competitiveness of company’s product and services including F & B, events and lounges etc. to ensure achievement of profit margins.
* Analyze and report production efficiencies.

**PREVIOUS PROFESSIONAL EXPERIENCE:**

**Accountant Nov 1989 – March 2000**

**Albert Abela Co LLC**

**Sharjah Airport**

**Sharjah – United Arab Emirates**

*Albert Abela Co LLC is one of the leading Catering Company in UAE. Company was operated at Sharjah International Airport for providing the airline catering services to all carriers. Reporting directly to Area Accountant, and was responsible for managing the Accounts and Finance*

**Responsibilities:**

**F&B cost controller**

* To control food and beverage cost
* Engineer the menu in terms of costing
* Prepare variance analysis and communicating with relevant parties
* Ensure that goods receipts and selling price are updated in system and POS
* Continuously study weakness in control and suggest for improvement
* Check & study the daily F & B revenue report
* Prepare cost report in relation to cost of sales
* Check material variance in actual with standard Bill of Material
* Participate for physical stock count
* Arrange surprise spot check
* Ensure goods are received in agreed quality and measurement
* Monitor and ensure that no materials are issued out without proper documents
* Check and ensure that all inventories purchased are in balance with accounts payable
* Ensure the days of stock in line with company policies and desired quantity should be available for efficient and un interrupted production
* Audit stock and prepare reconciliation
* Ensure material purchases only when it is needed and in most economic quantities
* Entire F & B accounting activities up to finalization of accounts and audit
* Menu costing and Pricing

**Accountant - Payable**

* Review invoices for appropriate documentation and approval prior to payment
* Process 3 way purchase order matching invoices
* Prioritize invoice according to cash document and potential payment terms
* Review and approve payment vouchers and journal entries
* Audit and process credit card bills
* Respond to all vendor inquiries
* Reconcile vendor statement, research and correct discrepancies
* Assist in month end closings
* Maintain files and documents thoroughly and accurately in accordance with company policies
* Monitor and ensure non contract purchases with appropriate quotes and evaluation in accordance with purchasing policies
* Assist with other project as needed
* Ensuring that payment of invoice is completed in accordance with payment terms
* Identify invoices that are overdue or have not been received
* Verifying and checking expenses claim
* Resolve collection and invoice discrepancy matter
* Prepare monthly accounts payable accruals
* Reconciling intercompany transactions
* Contacting banks regarding any financial enquiries

**Accountant Jan 1989 – Oct 1989**

**O P Mundra & Co (CA firm)**

**Bombay – India**

**Responsibilities:**

**Accountant**

* Verifying records and financial statement
* Reviewing accounting records and financial data to check for accuracy
* Correcting or notifying errors with accounting records
* Compiling financial data & creating report
* Ensuring compliance with company policies and the law
* Manage payroll audit function

**EDUCATIONAL HISTORY**

**Pre Degree**

Kerala University

 **Bachelor of Commerce**

Mahatma Gandhi University

**Diploma in Co operation**

Kerala State Co Operative Board

**Mater of Commerce**

Bharathiar University -Coimbatore

**CMA**

Pursuing from ICAI

**TRAININGS ATTENDED**

* Group Training Certificate from Stone Bow (Division of hospitality training)
* OHSAS 18001:2007 Certification
* JD Edward (Oracle)

**IT SKILLS**

MS Office (Word, Excel, Internet Explorer and Outlook)

 Operating Systems: Windows XP, Windows Vista, Window 2010

**APPRECIATIONS, REWARDS & ACHIEVEMENTS**

* Successful implementation of Standard Costing System in ERP
* Employee of Month and Employee of the year
* Achieved ERP project cash incentive reward
* Contribution to the “International Aerospace Exhibition”

**PERSONAL PROFILE**

 Nationality : Indian

 Marital Status : Married

Languages : Fluent in English, Hindi & Malayalam (both written & verbal)

Visa Status : Employment

Driving License : Valid UAE driving license

References : Available upon request