

**RAKESH**

[**RAKESH.337526@2freemail.com**](mailto:RAKESH.337526@2freemail.com)

**PROFILE SUMMARY:**

A Semi Qualified Chartered Accountant, (CA Final First Group cleared), Semi Qualified Cost Accountant (ICWAI Final One Group Cleared) and Post graduate in Commerce with 7 years of experience including 1.5 years’ of UAE experience, in Construction, Auditing, Retail, Education, Manufacturing, Service sector, Consultancy and Medical sector Seeking a challenging and rewarding assignments that encourage learning and provide exposure to new challenging targets where I can utilize my potential skills and experience to contribute towards the objectives of the organization.

**WORKEXPERIENCE**:

* Feb 2016 to June 2016: Delhivery Branch(Dubai) as Chief Accountant
* Jan 2015 to Jan 2016 : CA MENA FZ LLC (Dubai) as Senior Accountant
* Jan 2014 to Dec 2014: A.V.N.Ramani & Co. as Senior Audit executive
* April 2010 to April 2013: Articleship under Jai Deo Soni & Co.
* July 2008 to April 2010: M/s.K.L.J Associates Chennai as an Audit assistant.

**ACADEMIC PROFILE**:

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| **Exam. Passed** | **Name of the Institute** | **Year of Completion** | **% Marks** |
| CA Final ( One Group Remaining) | Institute of Chartered Accountants of India | 2014 | 52% |
| ICWA Final (One Group Remaining | Institute of Cost and Works Accountant of India. | 2014 | 53% |
| M Com | Pt. Ravi Shankar Shukla University, India | 2008 | 48% |
| B Com | Pt. Ravi Shankar Shukla University, India | 2004 | 51% |

**PROFILE AND STRENGTH**

* Extensive experience in accounting, financial operations and auditing across the industry.
* Payroll Processing and Administering
* Issuing LPO to the Vendor, raising invoice to the customer and their proper documentation.
* Frequently analysis of Project actual cost with the estimated cost and report to the Financial controller about such variances
* Preparation of various Bank Guarantees for the various projects and proper filing of the same.
* Meeting the deadline of the head office for the monthly closing of books.
* Preparation of various reconciliation and keeping record of the same
* Recognizing revenue and cost for IT company as per IFRS.
* Follow up with the customer for the payment.
* Prepare Employee settlement as per the respective country labour law
* Review of all the ledger account and ensure reflecting accurate balance
* Preparation of various MIS report to the Group financial control and head office
* Provide the assistance to internal auditor for the explanation of the transaction and provide supporting documents.
* Follow up with the Bank regarding any issue with payment and receipt transaction
* Monthly reconciling the balance with the vendor account
* Preparation of Budgets and monthly analysis with actuals.
* Proficient in finalization of audit within the defined time frame reviewing Financial Reporting Process and General Ledger scrutiny as per the relevant accounting standards and auditing standards.
* Hands on experience with review of internal control and testing of internal control for the operating effectiveness of the control.
* Motivated and goal driven with strong work ethics, continuously striving for improvements, coupled with excellent administrative aptitude with an eye for details and the commitment to offer quality work.
* Excellent administrative capacity with an ability to motivate people.

**CORE COMPETENCIES**

**Accounts & Finance**

* Preparing the cash & fund flow statement, balance sheet, audit & other financial reports to keep a track of business performance
* Maintaining statutory books of accounts and reconciliation of financial statements in compliance with the norms

**Auditing & Taxation**

* Developing plans & ensuring their timely assessment and filing of VAT Returns Direct, Indirect Tax returns in compliance with statutory acts.
* Handling company’s internal audit including setting-up of systems and monitoring the implementation of same.
* Drafting of various direct and indirect tax Appeals.

**Budgeting & MIS**

* Formulating annual budgets and conducting variance analysis to determine difference between projected & actual results
* Supervising the preparation of MIS reports for forwarding the feedback to top management on financial performance, viz. monthly profitability and age-wise analysis of debtors

**Costing & Variance Analysis**

* Analyzing & Preparation Loss/Low Margin Job report for the profitable point to the organization.

**Accounts Receivable / Payable**

* Handling reconciliation of accounts receivables and trial balances with the general ledger control account
* Checking accounts payable to ensure that accurate claims are filed with vendors and receivables are collected on time

**COMPUTER PROFICIENCY:**

* Sound working knowledge of MS Office.
* Hands on experience on TallyERP9, Traverse, Xero, Quick books, Peachtree,

**PERSONAL DETAILS**:

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| Date of Birth | : 05.04.1984 |  |
| Gender | : Male |  |
| Nationality | : Indian |  |
| Marital Status | : Married |  |
| Languages known | : Hindi, English, Tamil & Malayalam. | |
| Hobbies | : Listening to Music, Cricket | |
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**DECLARATION:**

I hereby declare that the details given above are correct to the best of my knowledge and belief.