# CURRICULAM VITAE C:\Users\RAJEEVAN.V.V\Desktop\IMG (1).jpg

**RAJEEVAN**

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**OBJECTIVE**

To secure a rewarding and challenging position related to my work experience and educational qualification specified in this resume, which will effectively utilize my skills, abilities, experience and knowledge to provide mutual growth and enhancement.

**MYSAP ERP SKILLS:**

* Configuration of complete Financials & Controlling structure, skilled in GL,AR,AP,BANK,CEA,CCA,PCA & CO-PA
* Training of users, Conducting business meetings, Interacting with stakeholders, co-ordinate with SAP ABAP & SD,MM,PP,HR Consultants
* Helping and co-ordinate with other team members
* Be a key player in understanding business process and capturing it in to SAP
* Successfully transforming AS-Is business processes into To-Be without any issues.
* Supporting the team for the development of G/L, Asset Accounting, Accounts Receivables, Accounts payables and Bank & Cash Accounts
* Interacting with new joiners, user administration with Basis team for setup users and passwords
* Guiding and monitoring the team for G/L,AR,AP,CASH/BANK Accounts, Controlling: Cost element accounts, cost Centre accounts
* Providing training periodically to end users for changed management business issues for Accounts payable automatic payment system & clarifying user’s queries

**ACADEMICS**

Bachelorof Commerce (B.Com) with Cost Accountingfrom the University of Calicut, Kerala, India.

MS -Office,**TallyERP 9, SAP ECC 6.0** and **Peach Tree Accounting Packages**, , Internet browsing, MS -Outlook.

**ASSETS**

* Abilityto handle all accountsworkindependently
* Punctual andhardworking
* Ability to workunder pressure of deadlines.
* Teamplayer
* Possesses strong analytical and problem solvingskills
* Goal oriented and self-motivated proactive individual
* Ability to make well thought and timely decisions
* Detail –oriented, efficient and organized professional with extensive experience inaccounting

Systems.

**EXPERIENCE SUMMARY:- 9 Years UAE rich Experience in diversified industries.**

## Al Delta English School. A leading CBSE School., Sharjah (US Based Education System)September 19th 2015 to 15th June 2016

**SENIOR ACCOUNTANT**

## Responsibilities :

* MIS Report to the management of the organization on monthly basis
* Follow up with the bank for the smooth running of the financial activities.
* Management of accounts receivables and accounts payables.
* Monthly salary payments to employees through WPS.
* Preparing Income & Expenditure Account and Balance Sheet
* Handling implementation of various internal controls for cost reduction in the organizationalexpenses.
* Preparation of all documents required for auditing purpose.
* Liaison with external and internal auditors.
* Preparing budgets, reviewing budgeted vs. actual results, analyzing variances and reporting to the management.
* Maintaining the highest ethical standards and confidentiality in dealing with customers.
* Supporting team members on all accounting issues.

## Seacorr Industrial Inspection Consultants, Dubai -ISO 9001-2008 certified leading [InspectionService in Engineering Industries](http://www.seacorr.com/inspection-service-in-engineering-industries/).

**SENIOR ACCOUNTS EXECUTIVE Mar 2013 – May 2014**

**Responsibilities:**

* Responsible in communicating and rendering assistance to the company's entire accounting activities.
* Supervise preparation of periodical financial statements, monthly sales reports, statement of accounts with supporting /approved documents.
* Handle complete books of accounts independently up to finalization including books transactions, cash, financial report, and statements analysis and review daily transactions.
* Prepare debtors/creditors ageing reports age wise, MIS related statements, etc.
* Manage and supervise Payroll through WPS.
* Handling Bank related issues such as credit facilities, negotiation of Interest rate, bank charges, vehicle loan, etc.
* Negotiation of premium for various insurance policies with Insurance companies
* Handling implementation of various internal controls for cost reduction in the company expenses.
* Supervision of Bank and Cash transactions and monthly reconciliation statements.
* Liaison with external auditors
* Management of accounts receivable and accounts payables.
* Capable to delegate and supervise various accounting works assigned to staff and provide necessary guidance and instructions to meet deadlines and achieve needed results.
* Preparing Trial balance, Profit and Loss account&Balance sheet.

**M/s.VigilGroupofCompanies**, ISO 9001-2000 Certified Company. Marine &Ship Repairing, Sharjah, U.A.E

**ACCOUNTS EXECUTIVE CUM ADMINISTRATORJan2007- Feb 2013**

**Responsibilities:**

* Managing the office in terms of day to day administrative functions, procurement of all office supplies, equipment required for all the departments of the organization.
* Ensure necessary departmental files and records are maintained accurately and securely.
* Collect departmental agendas, draft and distribute for meetings. Attending monthly Management Meeting and drafting minutes of the meeting.
* Participate in the development programme policies, administrative procedures and campaign activities.
* Maintain staff pay roll and time sheet for the employees.
* Prepare Budget for the next financial year
* Manages thebookkeepingofallaccountingtransactions upto finalizationofaccounts.
* Maintainsaccurateandup-to-daterecordsofallfinancialtransactionswithsuppliers,service providers andkey customers.
* Monitors theup to datemaintaining of theaccountingledger and registers.
* Assistsdoublechecksandapprovesthegeneratingstatementofaccountsforreceivables, payables andage analysis Report
* Controls inventory of company assets.Preparingpurchaseorderstothe supplierswiththe approvedcorrectquantity, price, description, termsof payments and thetimeofdelivery.
* Superviseandparticipateinthe preparationof variousfinancialstatementsandreportsofthe Company.
* Compilepertinentdocumentsfromvendorinvoicestoverifyaccuracyofbillingdatatoavoid doublePayments.
* Creatinginvoices,preparingaccountstatementforclients/customers,posting&providing reports onreceivables.
* Reviewingcompanybankstatement,Pettycashhandling
* Processingaccountspayable,postingofsuppliersbills, monitoringLPO&bills,preparing suppliers payments.
* Executingmonthlybusiness reporting,bank reconciliationandother financialreports.
* Communicatewith customer/vendor accountingcounterpartsaswellasinsuranceandother business agencies.
* PreparingTrialbalance,Profitand Loss accountBalancesheet.
* Managementofaccounts receivableandaccounts payable.
* Processing of Salary through WPS.

**M/S.AGREENCOFIBREFOAM(PVT)LTD**., Kerala. India (A leadingISO9001-2000

Certified company) **(Aug1992– Nov2006)**

**DY.MANAGER(COMMERCIAL)Jan2003–Nov2006**

**Responsibilities:**

* Arranging all the raw materials required for production as per programme from planning Dept.
* Taking Quotations from suppliers and preparation of comparative statements.
* Releasing purchase orders.
* Supervisionof Inventorycontrol,stockof rawmaterials, and finished goods.
* Supervisionof the physical stocktakingof all therawmaterial atthe end of the financial year.
* Coordinate with AccountsDept. formakingPaymentto suppliers
* Up-to-date studyof marketsituationof rawmaterialsregardingthe availabilityand rate fluctuation etc.
* Supervisionof providing transportfordispatchingthematerialstodifferentmarketoutlets asperthe dispatchschedule.
* Inviting tenders for the disposal of the scrap/ waste products lying in the factory and there on awarding. Recommending the leave applications of subordinates according to leave at credit.
* Monitoring the ledger / Physical balance of the raw materials.
* Maintain documents / files in commercial dept. properly.

**ACCOUNTSOFFICEROct1997– Dec2002**

**Responsibilities**:

* MaintainingDebtors/Creditors ledgerandpreparingoutstandingstatements onaweeklybasis.
* CoordinatewithMarketingDept.regardingchequepresentationandoutstandingcollectionfrom debtors.
* MaintainingSales RegisterandPostingtorespectiveaccounts ondailybasis.
* CheckingthetravelingexpensestatementofbothHeadOfficeandFieldstaffasperthemarketing policies ofthecompany.
* PreparingJournalfornecessaryadjustments.
* PreparationofCreditNotesforcustomersincaseofstockreturnsduetodefectivenessortaking backoldstockfromthemarket.
* RaisingDebtNotestothesuppliersincaseofshortreceiptofmaterialasper advicefromthe commercialdept.
* Liaison with Bank and other Govt .Dept.
* PreparationofTrialbalanceandPassingcorrection entries inGeneralLedgeronamonthlybasis.
* AssistingtheAccountsManagerforpreparingperiodicalreportslike Cashflowstatements, FinancialStatements etc.
* Assisting the Accounts Manager for finalizingthe Trading &Profit &Loss Account and Balance Sheet.

**DISPATCHOFFICER** **Aug1992–Sep1997**

**Responsibilities**

* Ensuregoods dispatchedas perdispatchProgrammedaily.
* Monitoringtheattendanceandensuringpunctuality ofdispatch section.
* Recommendingleaveapplicationofworkers accordingtoleaveatCredit.
* Attainthevolume ofoutputprescribedbythe managementandreportthereasonsforshort falltotheTopManagement.
* To co-ordinatewithPlanningDept.forthetimelydispatch.
* Collectionofworkorders andits timelyexecution.
* Maintaindocuments/files indispatch sectionproperly.
* Ensureproper/safeloadingofmaterialsinthetrucksoastoavoiddamagesfortheproducts duringtransit.
* ForwardingPacking slips forpreparingthebills ontime.
* Supervision of Monthly Stocktaking of finished/semi-finishedgoods and forwarding the same to Accounts Dept.for valuation.
* Work scheduling and output monitoring of Dispatch Section.
* Todeployadequatemanpowerindifferent sections forachievingtheDispatchPlan.
* Issuingofstatutorydocuments alongwiththeBillsfortransportationofthematerials.

**M/s.HighTech ElectronicsLtd.,Bangalore,India.Mar1988-Apr1992**

**ACCOUNTSASSISTANT**

**Responsibilities**

* PreparationofCashVouchers,BankJournals,GeneralVoucherPosting,
* TrialBalancedrafting,
* BankReconciliationStatements,
* Bonus Calculation,PFReturns andPayRolls.

**M/s.G&SEngineers,Coimbatore,India**. **Apr1986–Jan1988**

**OFFICEASSISTANT**

**Responsibilities**

Keeping of incoming and outgoing correspondence in a systematic manner. Control of office documents and filing of correspondence properly. Attending Official clients and arranging the accommodation. Arranging courier to different destinations and maintain filing.

**PERSONALDATA**

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| Nationality | : | Indian |
| MaritalStatus | : | Married |
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| Languages Known | : | English, Hindi, Malayalam & Tamil |
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