##### Jairaj

##### [Jairaj.348426@2freemail.com](mailto:Jairaj.348426@2freemail.com)

**Objective**

To secure an assignment commensurating with my varied experience,in a trusted dedicated environment where I can put my varied experience for the best interest of the company.

Personal & Professional Profile

* Over 28 years of Gulf experience in diversified industrial sectors - Manufacturing, Trading, Aviation ,etc
* Thorough knowledge of Banking & Budgeting, Accounts, Abu Dhabi OSH Standards and general occupational safety & health standards.
* Application of analysis and problem solving skills according to the needs of the company
* A capable, dedicated professional with ability to work independently, as well as, as a team member
* I enjoy a healthy life style and suffer from no chronic / acute ailments like hypertension, allergies etc.

**& Professional Qualification**

* Bachelors of Commerce (B.Com) from MumbaiUniversity in 1978
* Certificate In Personnel Management from Tata Institute of Social Sciences in 1984
* Nebosh IGC certificate - year - 2015
* Schooling: From Don Bosco High School Matunga Mumbai.

**Professional Experience**

Duration : 2014 to 2016

Organization Saeed Al Junaibi Group

Designation Group Internal Auditor/ Group EHS cordinator

**Job Profile:**

* Internal Auditing of account voucher / payroll. of group companies
* Cheking its confirmaity with group policy before forwarding to General Manager for appoval
* Preparing OSH Manual (Occupational Safety & Health Manual) for group factories and getting it approved bySRA IDB.
* Following up of Insurance policies with HR & Finance and checking the terms are in confirmity with Group policy.
* Preparing Accounts & OSH audit reports for Group General Manager.
* Interacting with factory manager and follow up for implementation of OSHMS and reporting status to General Manager.
* Checking company contracts for General Manager’s approval.

Duration: 2007 to 2012

Organization: Gulf Contracting Co, Abu Dhabi, U. A. E.

Designation: Sr Accountant

**Job Profile:**

* Supervising of the overall Finance and Accounts of the company.
* Implementing company policies and reporting variances to the management Reviewing monthly production and sales turnover and monitoring and analysing of sales and inventory.
* Preparation of weekly management reports and financial statements of project status

Duration: 2006 toApril 2007

Organization: Union International Bitumen Co, Abu Dhabi, U. A. E.

Designation: Chief Accountant

**Job Profile:**

* Supervising of the overall Finance and Accounts of the company.
* Implementing company policies and reporting variances to the management and Group Finance Manager.
* Reviewing monthly production and sales turnover and monitoring and analysing of sales and inventory.
* Preparation of weekly management reports and financial statements of factory production and bank status

Duration: 2001to 2006

Organization: ADCOM Group, Abu Dhabi, U. A. E.

Designation: Sr Accountant

Company Profile: A Big Group dealing in Multiple Specialised Government Projects, Manufacturing, Logistics, Airlines-Cargo, Construction, Trading, Retail, Real Estate etc.

**Job Profile:**

* Maintaining books for five companies of the groupincluding head office, cargo airline & real estate.
* Implementing company policies and reporting variances to the management and Group Finance Manager.
* Reviewing and discussing the MIS, Cash flows, Budgets and Exposure and assisting the Group Finance Manager in presentation of finance reports to the management.
* Preparation of weekly management reports and financial statements.
* Negotiating all types of (complex, back to back, etc) international and local Letters of Credit, Letters of Guarantee and reviewing outstanding guarantees and letters of credit.
* Liaising and finalizing the financial statements with the external auditors.
* Negotiating with insurance companies on the number of insurance policies, like medical, fire, marine etc, including the open cover policy

Duration: 1996 to 2000

Organization: Al Bawardi Group Of Companies – Abu Dhabi

Designation: Sr Accountant

Company Profile:A Multinational company in Software Solution ,Software Training, Shipping, Trading and Warehousing

**Job Profile:**

* Joined i Al BawardiItqanComputers as Accountant and was later worked withCompubase as Sr Accountant.
* Prepared financials and financial analysis needed by management
* Prepared annual Plan/Budgets, Comparison between actual vs. budget.
* Identified & followed-up budget variances/continuous variancesand initiated corrective measures as per the Company Strategy.
* Liasoning with the external auditors and reviewing the various schedules provided to them
* Overall control of Banking operations and Receivables at Compubase.

Duration: 1992 to 1996

Organization: Delmon Group Of Companies Abu Dhabi U.A.E.

Company Profile: A company dealing in Oilfields accessories and scaffolding for construction companies,

Designation: Sr Accountant

* Prepared Monthly Management Reports, Budgeting and variance analysis
* Involved in negotiating of International LCs, and banking operations
* Supervised and reviewed of all accounting functions and internal control systems
* Monitored of receivables/payables and collections
* Prepared Financial Statements

Duration: 1985 to 1992

Organization: Zawawi Group Of Companies – Sultanate Of Oman

Designation: Workshop Accountant / Accountant

* Worked as workshop cashier cum accountant at Zawawi Trading Company ( Agents for Mercedes cars and trucks).
* Prepared daily vehicle through put report and submitted daily sales and collection report
* Prepared monthly workshop management Reports, for workshop manager and group finance manager.
* Later transferred to National Oil field company as an independent accountant reporting directly to Group Finance Manager

Duration: 1980 to 1985

Organization: National Steel Equipment Company – Parel Mumbai India

Designation: Accountant / Accountant Supervisor

* Responsible for maintaining of subsidiary ledgers and reconciling with general ledger under manual system of accounting.
* Liasoned with personal department regarding administrative matters of the company and supervising proper maintenance of staff records PF records for the inspectors
* Bank reconciliation and preparation of cash flow.

## Computer Proficiency

* ERP Systems Great Plains -E-Enterprise/ Focus / Orion ERP
* Peach Tree, Dac Easy, etc.
* Windows 2000,XP, Microsoft Office (Word, Excel & Power Point)
* Well versed with the usage of Internet and Email