Balaji

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***Personal Information \_\_\_\_\_\_\_\_\_\_\_ Personal Summary \_\_\_\_\_\_\_\_\_***

Date of birth : 27th February 1974 *An Inquisitive and meticulous professional*

Driving License : Valid UAE Driving License *in the field of Credit Control/Accounts*

Visa Status : Residence *payables/Inventory Management with*

Languages known : English, Tamil, Malayalam and Hindi *experience in working for the finance*

##  *department of major organisations for*

##  *19 years. Developing, implementing &*

##  *maintaining professional credit control*

 *systems and maintaining perfect filing and**records related to payables and inventory.*

***Related Experiences*** : Stores/Inventory/Cost Control – Hospitality – 7 years

 Purchasing - Hospitality – 3 Years

 Accts Payables – Hospitality/Construction – 5 Years

 Accts Receivables/Credit Control Manager– Construction/Hospitality/Media– 6 Years

##### Educational Background

* Bachelor of Commerce (B.Com), from Madras University

##### Other Qualifications/ Certifications

* 1 Month course on certificate in Materials Management At TATTI (Tamilnadu Advanced Technical Training Institute)
* 1 Month course on “Air Cargo Foundation” from Emirates Aviation College, passed with distinction.

###### *Computer skills*

* Knowledge of Ms- Office- Excel, Word, PowerPoint, Outlook, Publisher.

# Technical Knowledge

* Knowledge of IBM Systems to maintain stores in posting requisitions.
* Knowledge of ADACO Systems version 8.1 (From ADACO Services Inc.-UK) and
* Knowledge of SCALA systems Version 5.1 (SCALA Systems, Hungary) on the Accounts Payable and Receivables module.
* Proficient on Exact ERP accounting software.
* Knowledge and experience on SAP FICO module (including assisting in testing during the upgrade process.

***Roles & Organizations***

* *January 2011 – Present -* Credit Analyst/management/collections – Gulf News (Al Nisr Publishing LLC), UAE
* *Sept 2007 – Jan 2011 -* Credit Controller/Accounts Receivables – Johnson Arabia LLC, UAE
* *Aug 2005 – July 2007 -* Accounts Payables/Receivables/Administrator/payroll officer

 Kele Contracting LLC, UAE

* *Jan 2002 – Jul 2005* - Receiving clerk/Accounts Payables Officer – Jumeirah

 International Group of Hotels, UAE

* *Jan 1999 – Dec 2001* - Store Keeper/Cost Contol Assistant – Hilton International - UAE
* 1994 – 1998 - Store Keeper – Merit Swiss Asian School of Hotel Management

# Professional Achievements

* Received the Employee of the month award for the month of July 2001 for finishing the entire backlog in accounts payables and nominated in June 2002 for being a very good team player.
* Certified Jumeirah International Internal Quality Reviewer/Auditor checking for compliances of various departments in line with ISO 9001: 2000.
* Have received monetary rewards for good performance in Credit collection.
* Have exposure in formatting credit policies, systems and implementation.

***Job Profiles***

**Credit Management/Credit Control/Collections**

* Reviewing the credit limit and period of all customers on a quarterly basis.
* Making checks with third party credit bureau about a potential client’s rating.
* Having to make decisions as to whether to offer credit to a client.
* Assisting and attending to clients queries like statements, reconciliation and invoice copies and following up on expired bank guarantees and maintain status of letter of credits.
* Consistent follow up for payments by phone calls and visits as per approved credit terms.
* Involved the negotiation of disputes and sorting the same in a timely manner by making consistent visit to the client.
* Updating customer records and ensuring that all records are up to date.
* Allocating payments received to correct invoices and running age debtor reports on a timely manner.
* Have managed and supervised a team of bill collectors and junior staff by providing training and conducting extra-curricular activities.
* Understanding and interpreting of agreements and legal documents and following up for payments as per the agreed terms.
* Preparing and putting up credit approvals for management’s perusal pertaining to various client’s credit limit and period.
* Ensuring that all documents like release order, agreements and LPO of client are in place.
* Arranging weekly meetings and liaising with the sales teams to update and resolve overdue and outstanding cases.
* Liaising with company assigned solicitors on a constant basis on status of legal cases and requirements thereof.
* Preparing Write off summary on a quarterly basis for short and bad debts.
* Informing management and discussing on further action of bad and overdue debts at the precise time.

***Administration***

* Handling petty cash to the tune of and not limited to Aed 100,000/month.
* Office administration by ordering and replenishing stationary items, hiring and maintaining documents related to photocopiers and printers.
* Travel itineraries for management and staff and making arrangements for welcoming corporate delegates.
* Attending phone calls at the main desk and maintaining a guest log.
* Taking initiative in arranging and managing staff parties and corporate events.

**Accounts Assistant (Payables)**

* Managed the accuracy and timely processing of up to 20,000 invoices with supporting documents.
* Payment approval process, documentation and pre-payment verification, post payment attest function, disbursement of cheques and payment advices.
* Consistent in maintaining accuracy in calculating figures related to discounts, interest commissions and percentages.
* Bank Reconciliation and reconciliation of vendor accounts.
* Preparing the foreign currency payment and Telegraphic transfers through bank.
* Checking for quantity variances with the delivery note and prices according to the Purchase order for vendor invoices.
* Charging expenses to accounts and cost centers by analyzing invoice/expense reports as per chart of accounts.
* Cross checking all contract invoices for validity of its period, amount and paying them accordingly.
* Facilitated no fault internal and external audits as a result of sound record keeping and thorough documentation.
* Assessed and closed A/P sub ledger on a monthly basis by validating content and resolved vendor issues amicably.

**Inventory/Receiving & Store Keeping**

* Fully Responsible for Maintaining Par Stocks and Re-order Level of all Stores.
* Maintaining the FIFO and LIFO methods to perfection during issue of goods.
* Responsible for maintaining a record of the expiry of items and issuing it to the Departments concerned to use it well before expiry and storing goods according to their temperature specifications.
* Responsible to check the Quality, Quantity and Temperature of goods.
* Familiar with the hygiene standards required by an ISO organization.
* Experienced in tallying monthly stocks related to purchases, Inventories and Issues.
* Co-ordination and planning activities for a perpetual inventory system.
* Well versed in arranging items as per related specifications in order for easy issuance and inventory.

***Hobbies\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

* Photography, Numismatics, Current affairs and technology know how