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**Rajeev**

**Rajeev.373168@2freemail.com**

**OBJECTIVE**

A position in highly esteemed organization which will give challenging responsibilities to explore skills and utilize it to become a productive resource for the organization.

**PROFESSIONAL EXPERIENCE**

1. **Accounts Coordinator – Toll Remote Logistics, Congo.** (Dec 2011 – Dec-2015)

**Job Profile:** Collection of import and exoneration (Tax Exemption) documents, Submission of documents to MONUSCO (United Nation) contract management section. Coordinate with the sites, suppliers (via supply chain), clearing agents etc for Government documents, Liaison with auditors. Project book keeping.

**Key Achievements:**

* Brought more accuracy in the Green documents (Government Documents).
* Faster processing of exoneration documents (Tax Exemption).
1. **Accountant/Finance Controller - RawBank, Congo**.(Oct 2010 - Nov 2011)

**Job Profile:** Controlling expenses, Monitoring transfer of funds including those to the sub-branches, providing relevant information to customer queries, Preparation of MIS reports (daily, weekly and monthly), ensuring the smooth functioning of regular bank operations and activities, Marketing.

**Key Achievements:**

* + Improved the business of the bank by bringing in major clients.

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1. **Accountant/Finance Controller-Gautam Sprl, Lubumbashi**.(Oct 2005– March 2010)

**Job Profile**: Finance & Accounts, Pricing, Costing, Management Reporting and Decision

Making, Budgets and its Monitoring, Internal Control Policies, Cost Control, Working Capital

Management, Collection and Receivables Management, Complete responsibility for liaison with

Suppliers, Auditors, Bankers, JV partners & legal representatives.

**Key Achievements:**

* Overall responsibility of all the commercial transaction, importation, liaison with the overseas suppliers including planning for the stock requirements and monitoring the logistics and the lead time (production, shipping and clearance time) for the replenishment of stock, so as to avoid the scenarios resulting in stock outs & over stocking.
* Introduced a system of full absorption of cost for better cost analysis, raw-materials control, on-line inventory systems, the concept of coefficient in costing for the landed cost & mark up/selling price.
* Efficiently designed and implemented an Inventory monitoring system for the Control of Inventory, reduced the rate of recurrence of dead & slow moving stock with the introduction of budgeted purchases and plans for liquidation of old stocks.
* Reduced the interest burden, with an improved management of the company’s working capital funds by introducing stringent Credit Policy and better Receivables & Inventory Management.
* Synchronized & straightened out the MIS reports of the company by designing and implementing customized reporting systems a spearheading a system of daily/weekly reporting of the management reports.
* Developed systems that have provided greater control of expenses and more accurate forecasting using Regression and Time series analysis.

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1. **Audit Assistant –Suresh Babu Chartered Accountant-Palakkad.** (Jan 2001 – Sep 2005)

**Job Profile**: Company auditing, Bank auditing (for nationalized banks), Computation of Income tax & sales tax, Preparation of project reports, Bank reconciliation, Finalization of book of accounts.

**EDUCATION**

(1) **B.Com**

 Subjects:

 Banking, Business Management and Marketing

 Statistics and Economics

 Advanced Financial and Cost Accounting

 Economic Laws and Auditing

 International Marketing

 Computer Applications

(2) **PGDCA** (Certified by Government of India)

**SOFTWARE SKILLS**

* Thorough knowledge in using Tally (software used in accounting).
* Microsoft office: MS Dos/Windows/MS Word/MS Excel & PowerPoint, MS Access.
* Thorough working knowledge in Internet Explorer and Outlook for day to day messaging.

**LANGUAGES**

 **Spoken** : English, Hindi, French, Portuguese, Swahili, Malayalam

 **Written** : English, Hindi, Malayalam, French

**PERSONAL DETAILS**

 **Gender**  : Male

 **Date of Birth** : 14-03-1979

 **Nationality**  : Indian

 **Marital Status** : Married

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief.