|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| RAJESH RAJESH.373480@2freemail.com   |  |

|  |
| --- |
|  C:\Users\Raj\Pictures\Rajesh.jpg |
| Education |
| BACHELOR OF COMMERCE ▪ 1997 – 2000NAGPUR UNIVERSITY, MAHARASHTRA, INDIA.

|  |
| --- |
| career objective |
| Looking for a professional environment where in I can utilize my knowledge and expertise with an aim of perfection in every job I undertake for the benefit of my organization. |

 |

|  |
| --- |
| Employment |
| **STAFF AUDITOR @ THUMBAY GROUP, UAE** September 2011 – February 2017* Performing audit assignments in compliance with the Internal Audit Standards.
* Generating ideas to maximize assignment profitability.
* Identifying areas of potential efficiency improvements.
* Identify any gaps in controls and make practical recommendations.
* Physical verification of stock at various locations, scrutiny of inventory records and monitoring measures for inventory controls.
* Involved in financial reporting, risk management, compliance & integrations.
* Participate as team member in conducting audits; perform reviews and complete audit activities as assigned.
* Ensure the confidentiality of financial and technical information including audit findings and observations from all irrelevant entities.
* Draft audit reports for review by the lead auditor and top management.
* Follow up and check the status of the audit recommendations for the previously done audits.
* Monthly verification audits such as Leave salary Airfare allowance, Final settlements Commission, Incentives and payroll.
* Verification of Daily Cash & Deposits and bank reconciliation.

**ACCOUNTANT @ TODAY ELECTRONICS, DUBAI** September 2008 – May 2011* Maintaining all the A/c Books & Ledgers in the System till finalization.
* Handling Main Cash & Petty Cash.
* Payment follow up with Debtors.
* Bank Reconciliation, Debtors/Creditors A/c Reconciliation.
* Payroll, salary cheque preparation.
* Co – ordination with sales persons & Customers.
* Making LPO’s, Invoices and Quotations.
* Maintaining inventories in Daily basis & handling stock in storeroom.
* Preparation and input of month end journal vouchers..
* Preparation of various reports for senior management.
* Inputting of supplier invoices and employee expense claims to the ledgers.

**HEAD CASHIER @ ZULEKHA HOSPITAL, DUBAI** June 2004 – May 2008* Depositing daily cash collection in bank.
* Tallying of daily credit card reports & submitting to Finance Department.
* Supervision of daily settlement of bills & reporting to the Finance Department.
* Follow up of pending bills.
* Overall supervision of admission & Discharge of In patients.
* Solving of patient quires & problems related to cash & services.
* Preparing cashiers duty roster, supervising them, solving their problems.

  |

  |
|

|  |
| --- |
| SKILLS |
| Strong Communication skills.Strong Analytical & Mathematical skills.Good Interpersonal skills.Team Work. |

|  |
| --- |
| SOFTWARE |
| TALLYPEECHTREEFOXPROORACLEMS OFFICE 2010

|  |
| --- |
| TRAININGS |
| Tools & Techniques For The Beginning Auditor.Standards For Internal Audit. |

 |

|  |
| --- |
| LANGUAGES |
| ENGLISHHINDIURDUMARATHI

|  |
| --- |
| PERSONAL DETAILS |
| **Date.Of.Birth.**  7TH March 1978**Nationality**Indian**Marital Status**Married**Visa Type**Residence Visa (Transferable) |
|  |

 |

 |

I hereby declare that the Information furnished above is true to the best of my knowledge.