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| **RAJENDRA**  Accounting Manager    [rajendra.374842@2freemail.com](mailto:rajendra.374842@2freemail.com)   |  | | --- | | Experience  Nearly 13 Years of Experience |   Core Competencies   |  | | --- | | * Financial Accounting & Reporting | | * Budgeting & Forecasting | | * Accounts Receivables & Payables | | * New Facility Arrangement/Documentation | | * Cash Flow & Fund Flow Management | | * Forex Management – Sell/Purchase | | * Finalization of Accounts | | * Auditing / Payroll/ Statutory Compliance | | * Team Building & Leadership |   Soft Skills    Implementer  Effective Communicator  Strategists  Innovator  Solution Provider  Leader  Motivator | Profile Summary  Currently associated with **CSPT Automotive Solutions FZE,  Dubai, UAE as Accounting Manager**  Worked across **manufacturing, real estate & Automotive Solutions industries across UAE and India**; gained overall experience in spearheading entire financial operations including accounting, auditing, payroll, accounts receivables & payables, bank reconciliation, budgeting & forecasting, working capital arrangement and team management; Collaborated with the auditors of the Big 4 firms ( E&Y & KPMG)  Ensured and led the **timely submission of financial reports, budget & forecast report to the " Finance Director"**  **Successfully executed critical roles** as In-charge of accounts receivables & payables; led the selling & purchase of foreign currency from e-markets; conducted CSPT Automotive Solutions Audit and its US Subsidiary while preparing the cost sheet of various projects and database maintenance for various projects of the company across career.  **Supported & advised senior management (Finance Director)** on banking facilities and working capital arrangements, documentation while devising a financial strategy that supported company’s business strategy.  **Coached, mentored and trained team members** across finance and accounts and audit. Team-based management style coupled with the zeal to drive vision into reality.  Academic Details   * CA – Inter from Institute of Chartered Accountant of India in 2004 * B.Sc. (Physics) from MG University, Kerala in 1999 * Currently pursuing CMA   **Certification**   * Certificate in Financial Accounting (Tally 7.2)     **IT Skills**   * MS Office * EPICOR ERP, Sage Pastel, Orion, Supply Chain Management Software (SCMS)   **Articleship**  **Aug’99 - Dec’02:** **Krishnamoorthy & Krishnamoorthy, Chartered Accountants, Cochin as Article Assistant**  Work Experience  **Since Jul 2012: CSPT Automotive Solutions FZE,  Dubai,**  (Formerly known as Centralized Spare Parts Trading)  **Growth Path:**  Jul 2012 – Dec 2012: Senior Accountant  Jan 2013 - Dec 2014: Assistant Accounting Manager  Jan 2015: Accounting Manager |
| Career Timeline   |  |  | | --- | --- | | **Since Jul 2012**  CSPT Automotive Solutions FZE, Dubai, UAE as Accounting Manager | **Oct 2008 - Jul 2012**  Al Hamra Real Estate Development LLC, Ras Al Khaimah, UAE as Senior Accountant | | **Apr 2007 - Sep 2008**  Arabian Source Manufacturing LLC, Ajman, UAE as Accountant | **Dec 2003 - Jun 2006**  Cable Zone, Kerala as Accountant |   **Highlights:**  Designed and implemented systems & procedures to achieve financial discipline and enhanced the efficiency  Formulated budget & guidelines to optimize company’s cash flows, investments & working capital requirements | **Role:**   * Preparing the budget report and forecast reports, monthly financials, consolidated financials, exceptional financial reports, weekly cash flows & bank reconciliation statements * Closing entries in the books of accounts of the company * Approving various accounting entries made by accountants * Processing and approving online payments * Ensuring optimum utilization of resources and timely reporting to both local and overseas management * Consolidating & analyzing financial data and performing statistical data analysis & gap analysis for identifying trends * Cash Flow & Fund Management * Interacting with Banks ( Mashreq, Nordea-Europe,PNC – USA) * Acted as In-charge of audit of CSPT Automotive Solutions and its US subsidiary * Dealt with Export & Import Letter of Credit   **Significant Accomplishments:**   * Involved in the implementation of customized version of ERP software," EPICOR" * Designed and successfully implemented Excel formats for "Monthly Financial Report, Budget & weekly Cash Flow (fully linked and a comprehensive pack). * Designed the chart of account * Set up bank accounts for the company * Chosen as authorized signatory * Chosen as ‘Authority’ to sell and purchase foreign currency from e-markets and managed foreign currency transactions * Supported the Finance Director in obtaining new facilities from various banks including the preparation of various reports as requested by various banks/ financial institutions   Previous Experience  **Oct 2008 - Jul 2012**  **Al Hamra Real Estate Development LLC, Ras Al Khaimah, UAE as Senior Accountant**  **Apr 2007 - Sep 2008**  **Arabian Source Manufacturing LLC, Ajman,  UAE as Accountant**  **Dec 2003 - Jun 2006**  **Cable Zone,  Kerala as Accountant**  **Significant Accomplishments:**  **At Al Hamra Real Estate Development**   * Ensured timely submission of monthly financial reports, consolidated financials including the cost sheet of projects, payroll reports & bank reconciliation statements * Successfully closed books of accounts of the company * Acted as an Audit In-charge   **At Arabian Source Manufacturing**   * Played a key role in managing entire activities such as In-house financials, schedules as per auditor’s requirement and bank reconciliation statements preparation * Acted as the In-charge of cheques and accounts payable |
| Personal Details **Date of Birth:** 23rd March 1979: **Languages Known:** English, Hindi & Malayalam | **Nationality**: Indian | **Marital** **Status**: Married | **Dependents**: 2| **Passport** **Details**: Valid till 14th July 2025 | **Visa** **Details**: Residence VISA |**Driving** **License**: UAE Driving License| **Location Preference**: United Arab Emirates | |