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| **RAJENDRA** Accounting Manager  rajendra.374842@2freemail.com

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| ExperienceNearly 13 Years of Experience |

 Core Competencies

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| * Financial Accounting & Reporting
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| * Budgeting & Forecasting
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| * 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
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 Soft SkillsImplementerEffective CommunicatorStrategistsInnovatorSolution ProviderLeaderMotivator | Profile SummaryCurrently 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 AccountantJan 2013 - Dec 2014: Assistant Accounting ManagerJan 2015: Accounting Manager |
|  Career Timeline

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| **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 efficiencyFormulated 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
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| 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 |