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| **RAJITHA** Email: rajitha.387438@2freemail.com  | C:\Users\Kannan\Desktop\DSC_4360.jpg |

***• Accountant with 17 years of extensive experience in Financial Accounting,***

 ***Last 14 years in UAE •***

**Academic Qualifications;**

**M.Com** (Master of Commerce)

Finance & Accounting

From University of Calicut, Kerala, India - Year - 1995

**B.Com** (Bachelor of Commerce)

From University of Calicut, Kerala, India - Year - 1993

**Total Work Experience: 17 Years**

14 years in Dubai &

 3 years in India

**Languages Known:**

English, Hindi, Malayalam, and Tamil

**Personal Details;**

Nationality : Indian

D.O.B : 30/05/1973

Marital Status : Married

Holding UAE Driving License

Analytical and accomplished accounting professional with extensive experience in all areas of accounting functions up to finalization , all aspects of day to day Accounting in computerized environment (VISAAC) MS Excel and Word.

**CAREER SUMMARY**

 **Dec 2001– Oct 2015 Transship Shipping LLC, Dubai,**

**U A E**

**As Accountant**

(Responsible for all month / year end activities including preparation of monthly and yearly financial accounts, management reports, month end journal entries, balance sheet and profit and loss account scrutiny, key reconciliations and variance analysis.)

**Oct 1995 -July 1998 - Jyothish Dies & Pigments Pvt. Ltd. INDIA**

**As Accountant/ Sales Coordinator**

(Maintaining General Ledger, payables, receivables and Bank Reconciliations, Managed sales department)

 **PERSONAL PROFILE**

* Sincere, Hardworking and Energetic
* Dedicated and Self Reliant
* Quick learner and result oriented
* Excellent communication and interpersonal skill

**KEY PROFICIENCIES**

Financial Reporting, Cash/Bank Management, Bank reconciliation, G/L and subsidiary ledger Reconciliation, Month end Journal Entries, Credit Control, Follow up on Receivables, Payroll Accounting.

**EXPERIENCE IN DETAIL**

 **Dec 2001 to Oct 2015 –Transship Shipping LLC, Dubai, UAE as Accountant**

(Shipping Liners, Customs clearing agent, Freight forwarding, packaging, warehousing- Branches in Muscat & Al Wajajah, Hatta)

**Proven Job Role;**

* Carrying out closing of books of account, preparing monthly and year-end final accounts by Accounting software VISAAC
* Maintaining General Ledger, payables, receivables and Bank Reconciliations
* Monitoring daily accounts - Petty cash & purchase
* Monitoring daily bank and cash positions, regularly projecting accurate forecast of Cash position and manage cash outflow accordingly
* Forwarding updated Outstanding Debtors Report with Ageing to the management weekly. Following up on regular basis for timely collection of due payments.
* Review Creditors ledger, Receivable’s ledger and intercompany accounts regularly. Monthly confirmation of intercompany balances and suppliers outstanding.
* Responsible for pay roll function- Preparation of Salary sheets, calculation of leave salary & post-employment benefits and transfer of salary through Wage Protection System
* Ensuring timely and accurate invoicing.
* Insurance related works (Employees- Group and Medical and Vehicles.)
* Maintained fixed assets register, incorporated additions and disposals and calculated depreciation.
* Maintaining Managing Partners personal Bank accounts detail
* Dubai customs related documentation and document submission at different customs Department
* CDR(Dubai Customs), SGR(Dubai duty deposit) &GCC customs verification and analysis

**Achievements**: Efficiently handled the accounts of the company with timely and accurate reporting with strict internal controls

**Oct 1995 to July 1998 – Jyothish Dies & Pigments, Pvt. Ltd.** As Accountant/Sales Coordinator

**Proven Job Role;**

* Maintaining Petty cash Account – Imprest system
* Daily wage calculation and distribution.
* Sales tax calculation and report submission.
* Follow up for receivables and controlling payables
* Managed company banking transactions & Monthly Bank reconciliation
* Maintained fixed assets register, incorporated additions and disposals and calculated depreciation.
* Assisting in all month / year end activities including preparation of monthly and yearly financial accounts, month end journal entries, balance sheet and profit and loss account scrutiny, key reconciliations and variance analysis