

RAJASHEKHAR

**Email:** rajashekhar-18855@2freemail.com

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|  | **Date of Birth:** |  | **Nationality:** |
|  | August 06, 1972 |  | Indian |



**PROFILE SUMMARY**

* More than 20 years of experience in Accounts
* 4 years of vast experience in Purchase & Store keeping
* UAE VAT Compliance knowledge & procedures

**WORK EXPERIENCE**

Dubai, United Arab Emirates, May 2015 to June 2019 **Designation:** Purchase & Stores in charge

**Responsibilities:**

* Responsible to source, negotiate and purchase materials from both local and oversea vendors.
* Negotiate with vendors for raw materials and finished goods and compare the price from various vendors.
* In charge of daily operational purchasing needs such as planning, issuing and following up on Purchase Orders & delivery.
* Evaluate supplier performance based on quality standards, delivery time & best prices and ensure all the criteria are met according to the organizational requirements and expectation.
* Responsible for implementing internal procurement strategies to cater to high delivery and short lead time requirements.
* Maintaining the stock of material without any variance by conducting stock verification and documentation.
* Maintaining purchasing records, reports and other documents as required.

Mumbai, India, December 2013 to November 2014

**Designation: Consultant**

**Responsibilities:**

* Accounts receivable : Billing to clients, accounting collection / receipt entries, preparation of debit notes
* Accounts payable : Bill passing, cheques preparation, Accounting
* Accounts reconciliation : Debtor reconciliation, creditors reconciliation, bank reconciliation
* MIS : Ageing Analysis – Debtors and creditors, other Sales MIS
* Completion of accounts, incl. P&L, Balance Sheet and coordination with Statutory Auditors.
* Statutory Compliances : VAT, Service Tax, TDS including filing returns
* Handling routine petty Cash
* Preparing Salaries, Maintaining leave records

Mumbai, India, March 2010 to November 2013 **Designation: Manager Accounts**

* Prepare monthly and annual financial reports.
* Handled E-filing procedures for Income Tax Returns of Individuals, Partnership firms and Small companies
* Process payroll on a monthly basis and Apply applicable taxes on the payroll and ensure compliance with any statutory laws.
* Supervision and training of junior staff
* Drafting reply to routine tax queries to clients & government agencies.
* Verifying entries of petty cash expenses & ensures that all cash transactions are carried out with proper authorization.

**Nikhil Comforts**,Mumbai, India. June 2006 to February 2010, April 2000 to March 2003.

**Designation:** Accounts Assistant,

* Preparing books of accounts till finalization in Tally Package
* Petty Cash
* Bank reconciliation
* Stock reconciliation
* Branch reconciliation

**OTHER WORK EXPERIENCE**

* **S.K.S. Ispat Ltd.,** Mumbai India.Accountant, May 2003 to May 2006.
* **Baron International Ltd.,** Mumbai, India.Accounts Assistant, May 1998 to November 1999.
* **Supreme Industrial Works**., Mumbai, India.Accounts Assistant, May 1997 to May 1998.
* **Patil Associates.,** Mumbai, India.

Accounts Assistant, April 1991 to April 1997.

**EDUCATION**

**Bachelors in Commerce**

Bombay University – India

**SOFTWARE SKILLS**

* Working knowledge of Tally 9 ERP, MS Excel, MS word, MS Outlook

I do here by declare that all the above furnished details are true to the best of my knowledge.

Rajashekhar