### CURRICULUM VITAE

**Rijuvan**

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**OBJECTIVE**

To obtain a position as a procurement specialist or Accountant that utilizes my experience in the construction industry as well as my knowledge of manufacturing operations.

**WORK EXPERIENCE**

I have over all 8 years of experience in Accounts and Purchase Asst. Which is including 2years of Experience is related to Accounts payable process.

**# 1:**

**Company : REEM CAPITAL CONTRACTING LLC**

**Period : Apr 2015 to TILL DATE**

**Role : Purchase Officer**

* obtain quotations and negotiate for the best price and prompt delivery
* Setting up the weekly, monthly, quarterly procurement plan.
* coordinate warranty claims and service requests
* prepare the purchase order
* facilitate the accreditation of new suppliers
* monitor and address supplier delivery performance
* Support the Requisition to pay invoice processing team.
* Processing Non-PO & Service PO Invoices with approvals
* Follow up with vendors / Consultants about whether the emailed file has been received and notify them of any delay in response time.
* Resolving client’s queries regarding overdue payments
* Quick response to query  mails
* Regular attending to team meetings
* Providing data to Manager based on his needs

**# 2:**

**Company : ALBO COMMODITY**

**Period : Feb 2011 to March 2015**

**Role : Purchasing Officer & Accountant**

* obtain quotations and negotiate for the best price and prompt delivery
* Setting up the weekly, monthly, quarterly procurement plan.
* coordinate warranty claims and service requests
* prepare the purchase order or service order
* facilitate the accreditation of new suppliers
* monitor and address supplier delivery performance
* Support the Requisition to pay invoice processing team.
* Processing Non-PO & Service PO Invoices with approvals
* Follow up with vendors / Consultants about whether the emailed file has been received and notify them of any delay in response time.
* Invoice exceptions clearing
* Passing Journal Vouchers, GR Clearing
* Resolving client’s queries regarding overdue payments
* Quick response to query  mails
* Regular attending to team meetings
* Providing data to Manager based on his needs

**# 3:**

**Accountant Assistant**

**Company : The Noble Honda [Dealership of Honda Motors]**

**Period : May 2008 to Jan 2011**

**Role : Junior Accountant**

* Preparing and analyzing accounting records and financial statements reports
* To assess accuracy and conformance to reporting and procedural standards of the reports
* Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements
* Studying the reports given by auditors and CA and submitting it to the management
* Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.
* Avoiding outstanding expenses and managing the petty cash
* Provide internal and external auditing services.

**Educational Qualifications**

* Graduated **Bachelor of Commerce in Computer Applications** from Periyar University, Salem, India in 2008.

**Technical Skills:**

Packages Known : Microsoft Office, Adobe Photoshop, Maya

Operating Systems : Windows XP, Vista, 7, 8

# Personal Particulars:

# Gender : Male

Marital Status **:** Single

Date of Birth  **:** 09.05.1988.

Nationality **:** Indian

Visa Status **:** RESIDENT

Languages Known **:** English, Urdu, Hindi, and Tamil.

Driving License **:** Holding UAE and India License

## Declaration

I hereby declare that all the information furnished above is true and correct to the best of my knowledge.