**RAJESH**

**RAJESH.348154@2freemail.com**

*Strong credentials in handling the most complex account management activities in UAE*



**Senior Executive With 14+ Years Of Experience in Financial Analysis, Accounts Payable & Receivable, Month End Accounting, Revenue Accounting, General Accounting**

A highly motivated and result driven Senior Accountant with invaluable experience in ensuring the integrity of accounting information by recording, verifying, consolidating, and entering transactions. Equipped with the ability to handle complex assignments effectively and possess the confidence to work as part of a team or independently

**Targeting challenging assignments with reputed organization, bringing the following transferable strengths:**

* Financial Accounting
* Financial Management
* Financial Reporting
* Financial Analysis
* Bank Reconciliation and Reports
* Management Accounting
* LC / TR Documentation
* Inventory Control
* Audit Verifications
* Cash Management
* Month End Accounting
* Credit Control
* Internal Auditing
* Year-end Closings
* Guarantees/Bonds
* Team Management

**⯀PROFILE SUMMARY**

* Versatile professional with successful track record of handling and managing overall accounting operations including preparation and finalization of various accounts and statements, analysing existing systems and procedures as well as preparing reports.
* Demonstrated expertise in performing internal audits and ensuring controllership and consistency of accounting process across the operations.
* Displayed competency in monitoring financial market trends to ensure that the plans are effective, and to identify any necessary updates.
* Proven experience in preparing monthly expense variance analyses between actual, budget and forecast amounts, and reconciling and analysing balance sheet and income statement accounts.
* Self-starter, ability to manage competing priorities in a complex environment. Adept at creating efficiencies for existing or unexpected situations.

**Significant Highlights:**

* Successfully maintained books of accounts and prepared Financial Statements i.e. Balance Sheet, Profit and Loss Account and the accompanying Schedules for various clients.
* Displayed excellence in planning, performing and documenting audits as per applicable standards, individually and as part of a team.
* Holds merit of performing analytical procedures to detect unusual financial statement relationships.
* Researched discrepancies of financial information or documentation for the purpose of ensuring the accuracy and further adhered to established procedures prior to processing
* Meticulous in scrutinizing various ledgers i.e. Cash Book, Bank Book, Journal, general vouchers and provided suggestions for any errors identified.
* Efficiently audited the financial statements of firms, companies and trusts both from income tax point of view and companies act point of view.

**⯀ WORK EXPERIENCE**

**Senior Accountant**🞂**General Construction Co W.L.L, Abu Dhabi, UAE***(A Leading Construction Company in UAE)* **2004 to 2015**

**Key Accountabilities:**

* Managed day to day finance and accounts operations and handled the full spectrum of financial and cost accounting functions such as AR, AP, GL, forecasting, budgeting etc.
* Handled the complete set of accounts and ensured timely closure. Tasked with performing project cost forecasts, cost tracking, monitoring and controls.
* Shouldered accountability to supervise and process all accounting entries in to the system to ensure system is updated all times.
* Motivated guided and led and team that processes accounts receivable transactions. Worked as a point of escalation for complex, non-routine accounts receivable issues and problems.
* Identified streams for reviewing work methods and procedures. Implemented changes in those methods and procedures to improve the efficiency of the unit.
* Held accountable for providing input and managed the annual operating plan for the work area. Guided and resolved issues and distributed work assignments considering employee skills and development needs.
* Liaised with banks for LC opening / negotiation / amendments / document collection and bank guarantees and bonds.
* Entrusted with the accountability to control and review purchase order payments as per the agreed contractual terms and within the credit period.
* Worked closely with external auditors to ensure timely completion of audits as well as certification of financial reports.
* Engaged in verifying and approving petty cash vouchers. Processed the monthly staff and labours payroll through W. P.S on time.

**Accountant** 🞂**Piyush Jassani& Co, Mumbai,India** *(A leading audit firm in India)* **2001 to 2004**

**Key Accountabilities:**

* Documented financial transactions by entering account information. Recommended financial actions by analysing accounting options.
* Summarized current financial status by collecting information, preparing balance sheet, profit and loss statement, and other reports. Prepared Journal Vouchers and maintained petty cash transactions and records.
* Maintained accounting controls by preparing and recommending policies and procedures. Reconciled financial discrepancies by collecting and analysing account information.
* Prepared and submitted monthly and annual financial statements and reports. Provided assistance to monthly and annual account reconciliations and close activities.
* Evaluated a variety of financial statements and transactions for completeness, internal accuracy and conformance with accounting standards.
* Reconciled and attuned various general ledger accounts and compiled, consolidated and prepared financial reports and statements.

**⯀EDUCATION**

* Pursuing, Master of Business Administration (MBA)-Finance, ISBM Mumbai ,ISO Certified B level School
* Bachelor of Commerce (B.Com)–Cost Accounting, Calicut University, Kerala, India -1996(Certificate Equalized by Ministry of Higher Education Abu Dhabi,UAE)
* Post Graduate Diploma in Computer Application (PGDCA)

**Accounting Software Skills:** Accounting Software ePromis 08 (ERP), Profit 06 & Tally ERP

**IT Skills:**C,C++,Java,Visual Basic, MS office, MSWord, MS Excel, PowerPoint