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| RAJESH  [RAJESH.373480@2freemail.com](mailto:RAJESH.373480@2freemail.com) |  | |  | | --- | | C:\Users\Raj\Pictures\Rajesh.jpg | | Education | | | BACHELOR OF COMMERCE ▪ 1997 – 2000  NAGPUR UNIVERSITY, MAHARASHTRA, INDIA.   |  | | --- | | career objective | | Looking for a professional environment where in I can utilize my knowledge and expertise with an aim of perfection in every job I undertake for the benefit of my organization. | | |  |  | | --- | | Employment | | **STAFF AUDITOR @ THUMBAY GROUP, UAE**  September 2011 – February 2017   * Performing audit assignments in compliance with the Internal Audit Standards. * Generating ideas to maximize assignment profitability. * Identifying areas of potential efficiency improvements. * Identify any gaps in controls and make practical recommendations. * Physical verification of stock at various locations, scrutiny of inventory records and monitoring measures for inventory controls. * Involved in financial reporting, risk management, compliance & integrations. * Participate as team member in conducting audits; perform reviews and complete audit activities as assigned. * Ensure the confidentiality of financial and technical information including audit findings and observations from all irrelevant entities. * Draft audit reports for review by the lead auditor and top management. * Follow up and check the status of the audit recommendations for the previously done audits. * Monthly verification audits such as Leave salary Airfare allowance, Final settlements Commission, Incentives and payroll. * Verification of Daily Cash & Deposits and bank reconciliation.   **ACCOUNTANT @ TODAY ELECTRONICS, DUBAI**  September 2008 – May 2011   * Maintaining all the A/c Books & Ledgers in the System till finalization. * Handling Main Cash & Petty Cash. * Payment follow up with Debtors. * Bank Reconciliation, Debtors/Creditors A/c Reconciliation. * Payroll, salary cheque preparation. * Co – ordination with sales persons & Customers. * Making LPO’s, Invoices and Quotations. * Maintaining inventories in Daily basis & handling stock in storeroom. * Preparation and input of month end journal vouchers.. * Preparation of various reports for senior management. * Inputting of supplier invoices and employee expense claims to the ledgers.   **HEAD CASHIER @ ZULEKHA HOSPITAL, DUBAI**  June 2004 – May 2008   * Depositing daily cash collection in bank. * Tallying of daily credit card reports & submitting to Finance Department. * Supervision of daily settlement of bills & reporting to the Finance Department. * Follow up of pending bills. * Overall supervision of admission & Discharge of In patients. * Solving of patient quires & problems related to cash & services. * Preparing cashiers duty roster, supervising them, solving their problems. | |
| |  | | --- | | SKILLS | | Strong Communication skills.  Strong Analytical & Mathematical skills.  Good Interpersonal skills.  Team Work. |  |  | | --- | | SOFTWARE | | TALLY  PEECHTREE  FOXPRO  ORACLE  MS OFFICE 2010   |  | | --- | | TRAININGS | | Tools & Techniques  For The Beginning Auditor.  Standards For Internal Audit. | |  |  | | --- | | LANGUAGES | | ENGLISH  HINDI  URDU  MARATHI   |  | | --- | | PERSONAL DETAILS | | **Date.Of.Birth.**  7TH March 1978  **Nationality**  Indian  **Marital Status**  Married  **Visa Type**  Residence Visa (Transferable) | |  | | |

I hereby declare that the Information furnished above is true to the best of my knowledge.