**RAJESH**

**Email:** **rajesh.392466@2freemail.com**

**Accountant**

**PROFESSIONAL SUMMARY**

Results driven Professional having rich experience in management of Accounting and Finance operations in computerized environment, preparationof Financial Reports, Cash Management.Rich exposure of performing assigned job with minimum supervision.Main areas of skills are: PayRoll, FixedAssets, InventoryControl, CashFlow, FinancialAnalysis, Petty Cash Management …

**OBJECTIVES**

* To achieve excellence in profession of finance, accounts, auditing and stand among the very best of the profession while working with a dynamic organization of leading professionals.
* To grow and contribute in the area of my special interest, and design and to utilize my skills for the development of the organization.

**EDUCATION**

* **Bachelor of Commerce (B.Com.)**, University of Calicut, Kerala, India
* **COMPUTER SKILLS**
1. Expert in Microsoft Office
2. Familiar with Microsoft Vision o Tally 7.2

o Comrade Accounting Software o Sage Evolution

o Sage 300

**WORK EXPERIENCE**

Oct2018 to Apr2019: Sep2006- Sep2018 Feb2002 – Aug2006

: Worked as an Accountant in Trans Gulf Enterprises (**Al Zarooni Group of**

**Companies**).

:Worked as anAccountant/HR Executive in**Pars Iranian -Group of**

**Restaurants, Dubai-UAE.**

:Worked as an Accountant Cum Sales Co-coordinator in **Shoe Bazar**

**LLC,Dubai,UAE**

June2000 –Jan 2002

: Worked as an Accountant in**M/s.Mahaveer Chemicals, Mumbai-India**

Apr1996 – Mar2000

: Worked as an Accountant in **Mumbai.**

**Ajeet India Paint Manufacturing Co,**

**WORK HISTORY**

***October 2018 to April 2019***

**Trans Gulf Enterprises** (**Al Zarooni Group of Companies**) Dubai, U.A.E.

**Accountant**

Job Summary:

**Major Responsibilities – in Accounts**

* Account Payables/Accountant Receivables (Reconciliation of balances),Inventory, Fixed Assets…
* Monitor and administer more than 100 customers accounts.
* Prepare customer's statements, bills and invoices
* Research and analyze accounts
* Generate weekly aging reports
* Determine payment schedules with customers
* Contact delinquent customers to secure payment
* Initiate collection efforts to successfully boost collections.
* Prepare accurate monthly billing adjustments
* Investigate and resolve billing and account discrepancies
* Manage and resolve customer inquiries
* Compile data and prepare monthly reports and statements
* Reconciliation of major bank accounts & other control accounts.
* Accounting of entries related to sales, receipts, payment and journal Voucher.
* Manage the day to day financial transactions of the company.
* Maintain book of accounts in a computerized environment.
* Monitor Payroll and Management Reporting Activity.
* Control petty cash; prepare render accounts of individuals & departments.
* Finalize Trial Balance with supporting schedules.
* Coordinate & assist with internal & external auditors; implement recommendations if any; take corrective action wherever required.
* Calculate and distribute wages and salaries.
* Reconciliation of Supplier Accounts and GL Control Accounts.
* Credit control and collection of accounts payables and receivables.

***September 2006 to 2018***

**Pars Iranian- Group of Restaurants** , Dubai–UAE

**Accountant**

Job Summary:

**Major Responsibilities – in Accounts**

* Reconciliation of major bank accounts & other control accounts.
* Accounting of entries related to sales, receipts, payment and journal Voucher.
* Manage the day to day financial transactions of the company.
* Maintain book of accounts in a computerized environment.
* Monitor Payroll and Management Reporting Activity.
* Control petty cash; prepare render accounts of individuals & departments.
* Finalize Trial Balance with supporting schedules.
* Check Monthly Bank Reconciliation Statements of all bank accounts maintained; resolve any differences in a timely manner.
* Liaise with & assist internal & external auditors; implement recommendations if any; take corrective action wherever required.
* Calculate and distribute wages and salaries.
* Reconciliation of Supplier Accounts and GL Control Accounts.
* Credit control and collection of accounts payables and receivables.
* Gives approval of Daily Payment in/out Vouchers, petty cash vouchers and journal vouchers.
* Prepare Bills to Clients according to the Agreement and follow up the payments from clients.
* Account Payables/Accountant Receivables (Reconciliation of balances),Inventory, Fixed Assets…
* Direct reporting to Managing Director.

***Feb 2002 to Aug 2006***

**M/s Shoe Bazar LLc,** Dubai, UAE

**Accountant cum Sales Coordinator**

* Accounting of entries related to sales
* Preparation of Day book register
* Payroll & incentives preparations
* Reconciliation of Supplier Accounts and GL Control Accounts.
* Conduct regular presentations to promote our product and services
* Establish and maintain strong service and contact with the customer
* Make plan for the slow moving items from the shop and keep the purchases budget under control
* Responsible for providing a very high level of proactive and unique style
* Achieve and exceed the allocated sales targets.
* Responsible for creating potential customers & increasing the overall sales.
* Deliver the highest levels of customer service, thereby creating customer loyalty and repeat sales.
* Keep complete follow up and tracking the delivery plans.
* Follow-up with current and new customers via telephone enquiries.
* Constantly improve and update knowledge of product range, features and benefits.
* Attend client’s sales orders & queries and resolves their concerns promptly.
* Responsible of client’s complaints and solutions.
* Making new plans of supply in order to compete other competitors in the market.

***June 2000 to Jan 2002***

**M/s. Mahaveer Chemicals, Mumbai, India**



**Accountant**

* Scrutinizing the Trail Bal., Profit & Loss A/c & maintaining the branch A/c up to date for monthly closing
* Preparation of Bills Periodically, Voucher and bill Auditing
* Preparation of cash flow statement – Reporting to Finance controller & MD
* Cash book maintaining (Petty cash / Advance cash) and Bank Reconciliation
* Control and regular check on all Client related invoices and expenses
* Effective utilization of cash on hand and at bank
* Follow up with banks for receivable and advances remittances
* Budgeting and monitoring of administration & distribution of expenses
* Telegraphic transfer of funds for payment to suppliers, to reduce over draft etc.
* Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts
* Credit control – to monitor and keep check on customer account by regular follow up with banks, sales &marketing staffs for outstanding receivables
* Preparation of Pay Roll / Leave Salary and Indemnity Statement

***April 1996 to March 2000***

**Ajeet India Paint Manufacturing Co. ,**Mumbai, India

**Assistant Accountant**

* Reconciliation of major bank accounts & other control accounts.
* Accounting of entries related to sales, receipts, payment and journal Voucher.
* Internal checking and rectifications of errors
* Co-ordination with auditors for finalization of accounts.
* Payroll & incentives preparations
* Accounting & preparation of financial statements.
* Office petty cash management.
* Preparation of Day book register.

**PERSONAL DETAILS**

Nationality Date of Birth Visa Status Languages Marital Status Driving License

: Indian

: 31st May 1974

: Visit Visa

: English / Hindi/ Malayalam/Tamil

: Married

: Valid UAE Driving License