**Dheeraj**

**Dheeraj.76217@2freemail.com**

Gulf experienced management professional with 11 years of broad exposure in Cost Controlling, Accounting, Office administration ,Procurement and HR with Construction and Manufacturing industries in KSA and UAE. . Skilled in cost analysis reporting and auditing with record of success in consistently reducing inventory purchasing and general administrative costs. Decisive leader recognized for effective collaboration with management colleagues vendors and staff. Exceptional interpersonal and communication skills with a proven ability to manage priorities for optimal performance results, Demonstrated track record in applying fact-based and process-oriented approach to achieve aggressive goals. Displayed ability to multi-task, work efficiently and meet tight deadlines.. Skilled in staff management, vendor negotiations and coordination with various parties involved in logistics operations. Presently looking for a more challenging supervisory work profile to share gained knowledge, experience and management expertise.

**STRENGTHS**

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| * 11 Years of Gulf Experience
* Cash management & optimization
* Cost accounting
* Financial analysis
* Budget & credit management
* Systems development
 | * General accounting & reporting
* Purchasing
* Policies & procedure development
* Growth management
* Strategic planning
* HR Management
 |
|  | **CAREER PROGRESSION** |  |

**Cost Controller :**

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**CREET International Contracting LLC (ABDUL QADIR A AL BAKRI GROUP). (Since 2013 July)**

*(CREET is a now the part of big group A.AL BAKRI. CREET is an electro mechanical contracting limited liability company registered in Saudi Arabia holding registration License No.4030153548 Dated 29/12/1425 The Company was established in year 2004 as a general Contracting Company specialized with Interiors and Fit outs Construction. Creet able to execute various Residential, Industrial and Commercial Projects with versatile scopes covering interiors fit outs, civil and electro mechanical works.)*

**Jeddah, K.S.A**

**Commercial Coordinator: (From 2009 Dec-2013 July) :**

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| **CREET International Contracting LLC.** (Specialized in Electromechanical works)**Riyadh, K.S.A** |  |

**SENIOR ACCOUNTANT** **(April 2006 - May 2009) :**

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| **M/s FAB GROUP OF COMPANIES** (FAB International Coatings L.L.C. (Nippon Paint)/FAB Coatings, L.L.C./ Fahad Al Rafi Gen. Trading –Spray Plaster Division/ Eagle Star Construction)**Zomorrodah Bldg., Karama, Dubai, UAE** |  |

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|  | ***AREAS OF EXPERTISE*** |  |

**Cost Controlling :**

* Project Budgeting
* Cost controlling & analysing
* Cost reporting to BOD
* Purchase order approval
* Systems development
* Policies & procedure development
* Project Cost Accounting
* Growth management
* Strategic planning

**Accounting :**

* Verify, allocate, post and reconcile accounts payable and receivable
* Analyse financial information and summarize financial status
* Receivable booking and payment follow up
* Monthly Payment schedule and cash flow forecast reporting to GM
* Bank reconciliation
* Support month-end and year-end close process
* Monitor expenditures, analyse revenues and determine budget variances and report the same to management.
* Assist the statutory audit team

**Commercial Coordination :**

* Supervising the Business Development activities of the company Especially in BID preparation(coordinating the procurement /estimation and Engineering department) according to the FIDIC standard
* Project Coordination in day to day activities
* Managing the Office Documentation
* Secretarial work for the company’s president
* Business analysis and reporting
* Project Invoicing
* Accounts Payable management

**HR & Admin :**

* Reviewing resumes and applications
* Conducting recruitment interviews and providing the necessary inputs during the hiring process
* Working with recruitment agencies to source for candidates for specific job positions
* Maintaining HR records, such as those related to compensation, health and medical insurance
* Communicating and explaining the organization's HR policies to the employees
* Preparation of salary statement
* Handling the full and final settlement of the employees
* Administration of all contract labor
* Preparing and submitting all relevant HR letters/documents/certificates as per the requirement of employees in consultation with the management
* Preparing and processing timely distribution of salary, bonus, increment salary slip, leave encashment and full and final settlements
* Issuing the office MEMO according to the management instruction
* Arranging the hotel and travel booking
* Documentation for Employee Yearly evaluation

**Procurement :**

* Processing RFQ to supplier as per the MR from the project
* Price negotiation with suppliers
* Price and material comparison against the quotation received
* PO preparation and log updates
* Material follow up
* Material submittal for approval and log updates

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|  | ***QUALIFICATIONS*** |  |

* MBA in Finance
* Master of Commerce (M.com)
* Bachelor of Commerce (B.com)
* Diploma In IT

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|  | ***IT SKILLS*** |  |
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| * Microsoft Dynamics GP
* Tally
* BEE
* MS Office
* Primavera p6
* Auto CAD
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|  | ***PERSONAL DETAILS*** |  |
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| Nationality  | : | Indian  |
| Date of Birth | : | 31st May 1981 |
| Marital Status | : | Married  |
| Visa Status | : | Employment Visa (NOC) |
| Driving License | : | KSA & Indian |
| Languages | : | English, Hindi, Malayalam |
| References | : | Will furnish on request |