



RATHEESH RAMACHANDRAN NAIR

Senior Accountant / LC Specialist / Trade Finance Professional

SNAPSHOT

Senior professional with experience in Finance and Accounts, Trade Finance, Cash Management, Export Import, and Logistics across diverse organizations in Middle East with distinction of enhancing revenue by optimizing costs, accomplishing collection targets, Finance & Commercial operations across professional career.

KEY SKILLS ARE: -

Accounts Receivable
Banking Operations
Billing and Collections
Transaction Processing
Deposit verification
OTC Management
GL reconciliation
Customer Account Reconciliation
Financial Records and Reporting
Customer Credit Analysis
Resource Optimization
Client Relations
Customer Communication
Export / Import
Trade Finance
Logistics Management

CORE COMPETENCIES:

Highly analytical and Professional accountant with thorough knowledge of accounting, Receivable (AR), General Ledger, billing & collections and best practices.

Versatile with Month end closing of Receivables, Sales GLs, and Bank Reconciliation.

Well-versed with instruments like L/C, BG, SB L/C, Revolving LC, DP, DA Etc.

WORK EXPERIENCE

GUARDIAN INDUSTRIES LTD (GUARDIAN RAK)

P.O.BOX 6297, AL JAZIRAH AL HAMRA, RAS AL KHAIMAH, UAE

JOB TITLE

SENIOR ACCOUNTANT - RECEIVABLES / LC SPECIALIST, SME FINANCE - AMEIA REGION (FROM JANUARY 2010 TO DECEMBER 2021)

Accomplishments:

- Exceeded the individual RRE's and Stood as A" grade management employee
- Selected as core team member of regional IT support for Finance module during the implementation of RSI ERP System in AMEIA region
- Approved trainer for the finance team of Guardian's glass manufacturing facilities located in Poland, Thailand, UAE, Egypt and Saudi Arabia.
- Selected as Admin team member of INFOR SUN6 Accounting system in AMEIA Region.
- Improved DSO by examining customers payment plan, payment history, credit line etc, and ensured timely collections.
- Implemented new procedures to improve progress and efficiency of OTC (Receivables) roles.
- Performed customer account reconciliation on specific intervals; ensured NIL overdue beyond the agreed payment terms

Responsibilities:

- Invoice generation, booking payments, inward remittances, cheques and cash deposits, bills reimbursement (LC, DP, & DA documents) to respective customer and bank ledger.
- Ensure timely collection and periodically submission of statement of account and invoices aging.
- Preparation of daily collection report to monitor cash position with bank.
- Unaccounted receipts tracking, ensure timely booking of receipt.
- Ensure financial guarantee is in place (advance payment, financial securities like, Bank Guarantee, Letter of Credit, Stand By Letter of credit, etc.) to execute sales
- Verify required documents received for customer and activate (approve) customer account in ERP system
- Receivable closing during month end, booking provisions, accruals, prepayment etc.
- Customer account and Bank account reconciliation,
- Follow up on past due payments, and resolve variances promptly.
- Preparation periodically reports on receivables status and collection hurdles to stake holders
- Attend issues raised by finance team members of AMEIA region related to finance module of RSI ERP, find out the route cause and solve the issues within the stipulated time frame.

EDUCATION:

Bachelor of Commerce (B. Com)
Post Graduate Diploma in Computer Applications

PROFESSIONAL DEVELOPMENT:

Market Base Management,
UCP 600 & Incoterms 2010,
InforSun6 ERP, Coupa System training.

PERSONAL DETAILS: -**DATE OF BIRTH:**

14th May 1977

NATIONALITY:

Indian

MARITAL STATUS

Married

VISA STATUS:

Investor Visa, Valid till
2nd Feb 2025

UAE DRIVING LICENSE

YES

LANGUAGES KNOWN:

English, Hindi, Malayalam

ADDRESS:

Building No.12, 207, Mina Al Arab, Ras Al Khaimah, U.A.E

CONTACT:

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COSMOPLAST INDUSTRIAL CO.LLC

P.O.BOX 6037, SHARJAH, UAE

JOB TITLE

SHIPPING OFFICER (FROM SEPTEMBER 2007 TO DECEMBER 2009)

Responsibilities:

- Checking and verification of Export Letter of credit
- Release order against L/C for shipment
- Shipment coordination with forwarder / liner.
- Export Document preparation (Invoice, Packing List, Certificate of Origin etc.) as per the L/C terms and condition.
- BL Draft verification as per the terms and conditions of the LC
- Sending documents to bank for negotiation within the submission period
- Collection follow up with bank
- Customer account reconciliation.
- Verification of Import LCs issued by the bank
- Coordination with supplier to get the document before the vessel arrival.
- Preparation of required documents, such as TR form, Promissory notes, acceptance letter etc. to release import documents.
- Updating the limits of LC and TR facility with LC Opening bank.
- Keeping updated records for timely settlement of TR and Guarantees.
- Import shipment arrangement in case of FOB and Ex-Works Shipments
- Co-Ordinate with Logistic Dept for clearance of Import shipments.

Declaration:

I hereby declare that all the details furnished above are true to the best of my knowledge and belief

Ratheesh Ramachandran Nair