



RAJI G. R.

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Career Objective:

Aspiring for an assignment to my skill and hard work to prove myself and be worthwhile to the organization associated with. To work in challenging environment, which provides an opportunity for professional growth and work towards the realization of self and organization goals.

Educational Qualifications:

- MBA (Finance) - Alagappa University (2014 to 2016)
- Mcom (Finance) - Annamalai University (2009 to 2011)
- Bcom (Co-operation) - Kerala University (2005 to 2008)
- Plus-two (Commerce) - Board of Higher Secondary Education (2003 to 2005)
- SSLC - Central Board of Examination (2003)

Skills

- Tally
- Reach
- Typewriting
- DTP

Work Experience:

Organisation: Fayfa Chemical Factory LLC. DUBAI

Designation: Junior Accountant

December 2019 – Present

Job Description:

- Account's receivables and payables.
- Providing SOA to customers on monthly basis, and payment follow up.
- Bank reconciliation cheques preparation to suppliers on payment due basis.
- Employee's payroll preparation, overtime calculation and attendance updating in system software.
- Issuing Sales invoices, verifying purchase invoices and entering goods return
- Providing balance confirmation to the suppliers and customers on year end.
- Stock verification and negative batch entry.
- Petty cash handlings.
- Credit notes preparation, payment follow ups via mails.

Organisation: JUMAIRA BEACH BUILDING CONTRACTING LLC (DUBAI)

Designation: Accountant

November 2018 – October 2019

Job Description:

- Performed accounts payable functions for construction expenses.
- Managed vendor accounts, generating weekly on demand cheques.
- Ensured compliance with accounting deadlines.
- Prepared company accounts and tax returns for audit.
- Coordinated monthly payroll functions for employees.
- Preparing invoices for credit and cash customers
- Ensured compliance with accounting deadlines.
- Preparing invoices for credit and cash customers maintaining invoices.

Organisation: CDS, MADAVOOR GRAMAPANCHAYATH (INDIA)

Designation: Accountant

May 2013 – June 2015

- Managed financial departments with responsibility for Budgets, Forecasting, Accounts Payable and Receivable.
- Ensured compliance with accounting deadlines.
- Sorting and keeping the invoices.
- Arranging delivery to customers.
- Entry of accounts data to ERP software.
- Registration of new NHG groups to ERP software and maintained their accounts.
- Registration renewal of Neighbourhood's Groups (NHG).

Personal Details

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| • PASSPORT NUMBER | : | S0060403 |
| • PASSPORT EXPIRY | : | 19/03/2028 |
| • DATE OF BIRTH | : | 17/03/1988 |
| • NATIONALITY | : | INDIAN |
| • MARITAL STATUS | : | MARRIED |
| • LANGUAGES KNOWN | : | MALYALAM, ENGLISH, HINDI, TAMIL. |

Declaration

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

RAJI G. R.