RAJESH KAPPADEN OTHAYOTH

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Deira, Dubai - UAE

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Date of Birth
15 April 1969

Nationality
Indian

SKILLS

- Financial Reporting
- Costing
- Inventory Management
- Budgeting & Forecasting

SOFTWARE SKILLS

- Microsoft Dynamics 365 & NAV
- Microsoft Office
- SAP ERP Financials & BI
- Tally Prime
- Oracle Financials
- JDA MMS & BO

LANGUAGES

- English
- Hindi
- Arabic

REFERENCES

Abdellatif A. E. Ibrahim
CFO – AYSICO
M. Sc, CPA, ILL – USA, CPA & CA – Canada
Member CPA – Canada, AICPA & ICMA - USA
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Professional Summary

Secure a challenging position where I could get ample opportunities to utilize my talent and professional skills in accounting & costing for the growth of the institution along with my steady developments & advancement of my career. With my professional qualification, knowledge and outstanding experience, I am confident; I can execute my responsibilities and assignments perfectly and live up to your organization expectations.

Bringing with me (26) years of intensive experience in financial accounting, managerial costing and warehouse management experience. 24 years in Saudi Arabia & Dubai after starting the career in India in accounting field. This has been gained working in diversified business of Retail (Panda & Hyper Panda – Savola Group), Manufacturing (Al Yamamah Steel Co & Utility Engineering – India).

Work Experience

Bice Mare - Nstyle International — **Dec 2021**

Award Winning BICE Mare, Italian seafood restaurant with a terrace overlooking the iconic Burj Khalifa and has been voted as one of the Hot 100 Restaurants in Dubai in 2011.

F & B Cost Control — **Dec 2021 to Presently Working**

Key Responsibilities

Control the Food & Beverage Cost. Control the Food and Beverage outlets in terms of wastage, pilferage and efficiency. Check the cost of sales in all F&B outlets and ensure that the costs are within budget. Continuously study weaknesses in F&B control implemented at the Hotel and provide suggestions for improvements. Check the daily Food & Beverage revenues report submitted by the income audit Preparing monthly F&B Report and distribute to management. Prepare the daily and monthly cost report department in relation to cost of sales. Participate in stock taking at the restaurants.

Manage all F&B and day-to-day operations within budgeted guidelines and to the highest standards. Procurement of all Food & Beverage, Nonfood required for restaurants. Control the petty cash and other expense. Follow-up the Accounts payable related to the restaurant. Reconcile the bank statement for the Credit & Cash transactions. Prepare the monthly P & L report for management.

Al Yamamah Steel Industries Company, Jeddah – KSA — **Feb 2013 to Apr 2020**

Al Yamamah Steel Industries Company manufactures metal products to serve construction, electrical and telecommunication sectors with four separate business units and supplies high-quality value-added products of steel e.g., lighting and transmission Poles, High Masts, Over Head Transmission Line (OHTL) & Telecom Towers and Space Frames.

Management Accounts — **Feb 2015 to Apr 2020**

Key Responsibilities & Achievements:

- Prepared financial statements according to IFRS and IASs, assess internal controls, Analyzed and/or prepare monthly financial information
- Created company budgets, Supervised accounting staff maintaining the general ledger.
- Prepare and manage all documents in line with VAT regulations and other related activities
- Co-ordinate, audits and troubleshoots all static inventory data & dynamic inventory transactions in SAP.
- Scheduled and audited in-bound and out-bound transactions on a weekly basis to monitor finished goods.
- Initiated problem-solving activities, ensuring that posting or data related errors are corrected and relevant system and procedure modified and updated.
- Created management report on variances in Raw material consumptions, Standard production time, Scrap, Production down time & Inventory.
- Planned and imparted training to the team on better practices and usage of SAP capability.
  - Managed successfully the accounts & costing of the business worth of SR 600M.
  - Reduce the inventory variance 6% to 3%

Inventory & Logistics — **Mar 2013 to Jan 2015**

Key Responsibilities & Achievements:

Inventory Management

- Maintained optimal stock levels to ensure timely availability of products.
- Monitored and measured the inventory levels with accounting perspective.
- Controlling the excess and ageing stock. Reviewing service levels on a continuous basis.
- Prepared report on inventory stock variances on non-moving items
- Developed an Inventory team comprising of Shift Managers and team leaders.
- Audited the inward and outward shipment of goods from the warehouse.
- Coordinated with Sales and Marketing & Production for optimum stock level
  - Introduced electronic inventory tracking for accuracy in stock better monitoring and management of obsolete items.
  - Implemented new count cycle, operational policy, procedures and goals.
  - Customized and effectively utilized SAP software capability.

Logistics Management

- Ensure effective and timely implementation of all Logistics daily operational goals inclusive of Shipping functions and Inventory Management.
- Support inventory management consisting of reconciling and maintaining of finished goods inventory by SKU along with lot date at 3PL warehouse locations.
- Analyze and log purchase orders commensurate to existing stock availability and reduce shipping cost.
- Oversee and monitor availability of stock to reduce shortages.
- Negotiate and support logistics costs meant for 3rd party logistics providers assisting yearly budget goals.
- Ensure to process orders and on-time delivery by network of courier companies and warehouses.
- Plan and arrange logistics required shipments.
- Identify enhancement opportunities and suggest solutions for improvement to top management.
- Assist audits of vendor invoices and month-end processing to incorporate finance accruals.

Panda Retail Company (Savola Group), Jeddah - KSA **Nov 1994 to Feb 2013**

Panda Retail Company is a Saudi Arabian grocery retailing company. Panda is one of the Savola Group's subsidiaries. The Savola Group is ranked ninth amongst the top 100 companies in the Saudi Arabian market and ranked second amongst the industrial sector after SABIC. The Savola Group has recently listed its Oils and Fats division in the Saudi Stock market under the name Afia International.

Costing **Jan 2008 to Feb 2013**

Key Responsibility & Achievements:

- Reported the gross margin for all sections on the weekly basis others on the monthly bases.
- Audited the Stores/Warehouse transactions and the stock loss for the nonperishable department's
- Conducted physical stock count as per the cycle to the books and report the stock over or shortage.
- Supported the store manager to understand, control profits, stock loss
- Imparted training and developed loss prevention employees in understanding in depth the stock loss.
- Prepared reports and analyzed to improve the product availability in the chain of stores
- Rolled out price revision and updated across the chain of existing & new stores
- Analyzed performance reports and providing business summaries to the operations management team.
- Ensured accuracy in transactions related to expenses and income and stores profitability
- Forecasts and provide input on trends, history at higher levels for planning company budgets.
- Setup department staff's personal objectives and KPIs which cascade down the department deliverables, and regularly reviewed performance.
- Planned and provided training as needed to enhance the skill and performance
- Maintained the optimum staff and retained them through motivation and development and interpersonal relations.
    - Developed and implemented new policies and procedures to ensure efficient operations & controls.
    - Introduced electronic inventory tracking for accuracy and maintaining optimal stock and better management of obsolete items.

Property Management

- Review all property management financial reports on the individual assets. Record the fair value adjustment for investments in real estate and debt.
- Prepare quarterly financial statements.
- Interact with other property accountants, banking personnel and asset managers.
- Perform cash management functions and record and reconcile financial information.
- Prepare annual cash audit work papers and annual audit and tax work papers.
- Prepare internal and external performance returns.
- Prepare monthly bank reconciliation's for checking accounts.
- Calculate and prepare statements of cash flows.

Store Manager **Sep 2004 to Dec 2007**

- Independently handled supermarket with about 50,000 products and leading team of 50 employees, 4 department heads
- Handled successfully the responsibility of optimizing stores space, display of product, product pricing & availability, customer services and training of all employees.
    - Achieved customer satisfaction rating to 95% and sales increased by 11% and profitability 3%.
    - Awarded a Certificate of Merit by Pepsi International for the best Pepsi displays in the region.

Senior Accountant - Panda Retail Company (Savola Group) - KSA Jan 1999 to Aug 2004

Accountant - Panda Retail Company (Savola Group) - KSA Nov 1994 to Dec 1998

Accounts Supervisor - Utility Engineers (India) Ltd - Indore - IN Jun 1991 to Apr 1993

Education

Sikkim Manipal University, Bangalore, Karnataka – India Mar 2008 to Dec 2010
Master of **B**usiness **A**dministration
Finance & Retail Operation

University of Calicut, Calicut, Kerala – India Apr 1989 to Apr 1991
Bachelor of **Com**merce
Cost Accountancy