



REJITH MOHAN PILLAI

Accounts Executive

CONTACT

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Contact Address

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Personal Information

Date of Birth : 30th May 1991

Sex : Male

Marital Status : Unmarried

Nationality : Indian

Passport No: N3633217

Visa status : Visit visa

(valid till 18th March 2020)

Availability : Immediate

PROFILE SUMMARY

I Rejith Mohan Pillai worked as an Accounts Executive with 3+ years of experience, worked directly for Accounts manager of National contracting company in Saudi Arabia. Possesses an MBA in Finance and HR from T John college Bangalore.

CAREER OBJECTIVE

It is my desire to work with an organization, which can help me grow professionally, as well as on the personal front, along with their growth. I wish to work in competitive environment, which gives me new challenges to overcome and new frontiers to explore.

WORK EXPERIENCE

NATIONAL CONTRACTING COMPANY (NCC)

Job title : Accounts Executive

Location : Dammam, Saudi Arabia

Tenure : From 01-02-17 to 26-08-19

Company Industry : leading engineering, procurement and construction contractor in the Transmission & Distribution sector.

Responsibilities :

- Working with spreadsheets, ledgers and journals.
- Calculating and checking to make sure payments, amounts and records are correct.
- Reconciling finance accounts.
- Accounting of invoices.
- Check supplier and customer invoices.
- Preparation of debit notes and credit notes.
- Coordinate with internal employees.
- Sending mail's to supplier & customer and replaying their queries.
- Preparation of reports required for manager.
- Managing the team member's and share information.
- Assistance to the manager for timely submission of report.
- Preparation and processing of balance confirmation.
- Verify that transactions comply with financial policies and procedures.
- Prepare of invoice if required.
- Prepare vendor cheque.
- Follow up invoices if required.
- Recommend financial actions by analyzing accounting options.
- Guide site accountant by coordinating activities and

Driving license : Indian license

Languages known

- English
- Hindi
- Malayalam
- Tamil

Technical skills

- JD Edwards/
PeopleSoft/oracle
- MS Word
- MS Office
- MS PowerPoint
- Tally

Skills and Abilities

- Time management skills
- Team player and adaptable to the learning environment
- Punctual, dedicated and consistent towards my work.
- Inter personal relationship.
- Analytical skill
- Excellent problem analysis and solving skills

Reference

- Upon request.

answering questions.

- Preparation of VAT reports.
- Handing cash and managing employee rent.
- Checking agency staff salary invoice and advising the HR team if required.
- Preparation of Individual Time sheet if required.
- Generate and Print required report.

ALI SHAYA TRADING AND CONTRACTING

Job title : Accounts Executive
Location : Dammam, Saudi Arabia
Tenure : From 29-06-16 to 31-01-17
Company Industry : leading engineering and Construction Company.

Responsibilities :

- To update all the transactions on day to day basis and ensure it supported with all back papers and has undergone the entire approval process as per the procedure of the company.
- To prepare documents related to receipts / payments.
- To ensure safe custody and retrieval of documents, registers and records on requirement.
- To ensure periodically all the receipts and payments.
- To prepare and submit related to all receipts and payments periodically.
- Receive and verify invoices and requisitions for goods and services.
- To ensure data related to HR for salary process and other specific requirements are sent on time.
- To coordinate with Construction Manager, and ensure the work in progress is accounted appropriately.
- To coordinate with Construction Manager, and ensure the invoice is raised for the work done and to coordinate with the Admin coordinator and follow up on the collection.

ACADEMIC RECORD

- **MBA** dual specialization in **FINANCE AND HUMAN RESOURCE MANAGEMENT, BANGALORE UNIVERSITY, Period 2013-15.**
- **B.COM** – specializing in **COMPUTER APPLICATION, KERALA UNIVERSITY, Period 2010-13.**

DECLARATION

I hereby declare that the above statements are correct to the best of my Knowledge and belief. If given a chance to work in your esteemed organization assure you to deliver my duties to the fullest satisfaction