Curriculum Vitae



RAKESH RAI

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# ***GRADUATE***

### *PROFILE*

In search of a challenging career in the field of Accounts, Finance or Administration which will give me an opportunity to contribute towards the growth of the organization and help me to constantly update my skills by working with commitment, determination & responsibility.

### *SKILLS & CAREER OBJECTIVES*

* Dynamic Team Leadership.
* Dedicated to the Organizational Goals.
* Strong Problem Solving, Analytical & Technical Ability.
* Strong team building, inter-personal, presentation, communication, and time management skills.
* Solid sense of integrity & punctuality.
* Ability to develop, and implement policies and procedures.
* Proven ability to direct divisions, departments, teams and projects.
* Optimistic Outlook & Attitude.
* Fair Negotiation skills.
* Fast Learner.
* To obtain a challenging position in the field of Accounts and Finance in a progressive and competitive organization that will provide growth and advancement opportunities and utilize my skills.

### *ACADEMIC & PROFESSIONAL QUALIFICATION*

* Bachelor of Commerce **(B.Com**) from **St.Aloysius College (Autonomous), Mangalore** Karnataka, in the year 2011-12.
* **P.U.C** from **Thumbay Pre University College** , Bantwal ,Karnataka, in the year

2008-09.

* **S.S.L.C** from **Thumbay High School**, Bantwal, Karnataka, in the year 2006-07.

***PROFESSIONAL IT SKILLS***

* Undergone practical training in information technology (E-Business Management) from MICE and expertise in Banking Software, Peach Tree, Dac easy, MS office, ERP and Tally.

#### *EMPLOYMENT HISTORY & PROFESSIONAL EXPERIENCE*

**Company Name: - Geepee Industries Limited, Nigeria**

**Nature of Company: - Logistics and Supply Chain Management**

**Length of Service: - Since July 2019 – Present**

**Designation: -** **Logistics and Warehouse Manager**

**Location: -** **Lagos, Nigeria**

Area of responsibility: -

* Oversee the movement, distribution and storage of materials in an organization.
* Oversee warehouse, inventory control, material handling, customer service, transportation and planning workers.
* Organise transportation activities, including storage of goods, managing information accrued from point of origin to delivery, orchestrating transportation movements, and arranging for services as necessary.
* Coordinate and track movement of goods through logistic pathways.
* Involves the flow of materials and goods through a business.
* Oversee the departments that receive materials and supplies into a business.
* Responsible for making sure supplies, stock, materials, packages, and/or products are processed through the delivery and/or warehouse system efficiently and safely.
* Supervises the warehousing and stocking departments, and shipping operations.
* Data Entry of Delivery way bill, GRN – Goods Received Note, Stock Transfer, Material issue order to Warehouse to Shopfloor (Production Dept), Material receipt note Shopfloor (Production Dept) to Warehouse on daily basis, Purchase Order which includes LPO in **ERP – E Resouce Software and Tally ERP 9.**
* Oversee the efficient receipt, Storage and dispatch of a range of goods as per the customer requirements.
* Responsible for a vital part of the supply chain process.
* Head for analyzation that supports good customer service.
* Managing, evaluating and reporting on daily basis of warehouse productivity.
* Tracking and coordinating the receipt, storage, and timely delivery of goods and materials.
* Ordering supplies and maintaining suitable inventory levels.
* Preparing monthwise stock reconciliation which includes raw materials, consumable items, packing materials, semi finished goods & finished goods.
* Managing warehouse in compliance with company's policies and vision.
* Overseeing receiving, warehousing, distribution and maintenance operations. Setting up layout and ensure efficient space utilization.

**Company Name: - Yaas Management Services LLC**

**Nature of Company: - Hospitality**

**Length of Service: - Since November 2014 – June 2018**

**Designation: -** **Financial Accountant**

**Location: -** **Wafi City Mall, Dubai UAE**

Area of responsibility: -

* Maintaining the financial reporting system and completing the monthly reports as required by the General Manager.
* Administering and recording incoming invoices and outgoing payments by checking the Agreements.
* Preparation of LPO and Purchase requisition for approval.
* Dealing with vendor inquiries and payment requests.
* Debtors & Creditors balance reconciling.
* Recommending payments based on Cash flow and payment requirements.
* Controlling petty cash, accounts receivable and payable.
* Bank Reconciliation.
* Inventory and Stock management.
* Outlet audit.
* Taking care of accounting duties using accounting software to monitor revenue, operating expenses etc.
* Finalization of the accounts.
* Handling Office Administration.
* Audit documents preparation.
* Maintains an inventory of office stuffs, asset and vehicle management, compile and update employee records.
* Handling Employee issues and complaints.
* Summarizing the financial data for management.
* Administering the payroll and employee benefits.
* Employee joining formalities, issue appointment letters, employee contracts and visa processing till cancellation, reference checks and verification.
* Perform day to day operations of the HR functions, duties and all the company related work like trade license, lease and establishment card renewals, bank guarantee processing, salary certificate and letters issuance.

**Company Name: -** **SHETTY AND THOMAS**

**Nature of Company: - Chartered Accountant**

#### Length of Service: - Since Sep 2012 to Sep 2014

Designation: - Audit Executive

Location: - Mangalore

Area of responsibility: -

* Verification of Client Accounts.
* Scrutinization of accounts.
* Coordination with various departments such as Income Tax, Sales Tax and Service Tax.
* Handling administrative matter.
* Preparation and finalization of accounts.

##### *Personal Dossier*

* Date of Birth **:** 30th July 1991
* Father’s Name : Mr. Thimmappa Rai
* Address : Devasya House,

Post Pudu, Bantwal T.Q,

D.K District,

Mangalore- 574169

Karnataka, India

* Gender : Male
* Nationality : Indian
* Passport No. : K2608053 (Valid till 31/01/2022)
* Languages Known **:** Tulu (Mother Tongue), English, Hindi & Kannada.
* Other Interests **:** Sports
* Strengths **:** Hard working and sincere.
* Extra Curricular Activity : Reading Books, Cricket, active member of NCC & NSS.

Attended Annual Training camp held at Moodabidri and

Various camps held by NSS.

* Working Experience : Seven Years
* Marital Status : Single

I do hereby declare that all the information furnished above are true and correct to the best of my knowledge.

***RAKESH RAI***