

# RahmathRAJA

ACCOUNTANT, PRO



## CONTACT

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## EDUCATION

- M.Com**, Aligappa University, India 2016-2017
- B.Com**, Bharathidasan University, India 2001-2003
- Diploma in Computerized Accounting Packages**, India 2003-2003

## TECHNICAL SKILLS

- Accounts Package:** Tally ERP.9, Tally Prime, SAP ERP, Quick Books online, Quick books Desktop, Zoho books, Peachtree and SAGE 50
- Admin Packages :** MS Word, Advance excel, power point, outlook, Photo shop, Coral draw, etc
- License :** Holding **UAE Driving License**

## PERSONAL INFO

- Languages : English, Tamil, Hindi, Malayalam, Arabic
- DOA : 06-02-1985
- Nationality : Indian
- Religion : Islam
- Visa Status : Residency

## WORKS AREA

- Bookkeeping • Office Admin • Data Analysis
- petty cash control • Accounts payable and receivable • Payroll management • Cash flow and Finance management • VAT return filing & refund process • Inventory management
- Reconciliation of all ledger accounts • Cost & Projects Accounts • IFRS Financial Reporting & budgeting • Audit schedule & review
- Letter of credit • Banking and treasury Functions • MIS reports • Import and Export management • Mirsal II • Customs clearance
- Time Management • Analytical and problem solving skills

## PROFILE SUMMARY

An accomplished and dedicated accountant with a proven track record in financial management and analysis. Seeking a challenging position in an organization where I can utilize my expertise in accounting principles, and strategic planning and financial reporting to contribute to the financial success and growth of the company.

## PROFESSIONAL EXPERIENCE

### Senior Accountant

**DEIZ CAR RENTAL & AUTO REPAIRING Co, DUBAI** | Jul2022 – Till

- Prepare and maintain cash flow analyses as needed and analyses monthly and weekly financial statements (balance sheet, income statement, and statement of cash flows).
- Maintain fixed asset records, determine depreciation rates to apply to capitalized items
- Verify, allocate, and reconcile accounts payable, receivable, deposit, prepaid & accruals
- Produce error-free accounting reports and present their results
- Customer credit monitor, aging report, SOA updates on time, payment follow ups.
- Fully responsible for VAT accounting, VAT filing and VAT refund process and also the corporate tax filing
- VAT accounts are correct and reconciled with the other relevant data, such as VAT declarations, P&L, and Intrastate filings
- Documenting for VAT purposes Registration, deregistration, and VAT refund
- Analyze financial information and summarize financial status
- Provide technical support and advice on Management Accountant
- Review and recommend modifications to accounting systems and procedures
- Manage accounting assistants and bookkeepers for maintaining general ledger and all related accounts with proper documents and records of company transaction
- Participate in financial standards setting and in forecast process
- Provide input into department's goal setting process
- Prepare financial statements and produce budget according to schedule
- Verify and approve monthly payroll and make the necessary salary deposits/ transfer.
- Responsible for processing of monthly payroll and employee expense reimbursements
- Assist with tax audits and Support month-end and year-end close process
- Direct internal and external audits to ensure compliance
- Plan, assign and review staff's work
- Develop and document business processes and accounting policies to maintain and strengthen internal controls

### Accounts and Admin PRO

**MINTRROUTE DMCC, DUBAI**

| Nov2016 – Jun2022

- Preparing quotations, invoices, statements of accounts
- Manage daily cash flow and preparing the rolling forecast
- VAT return filing and submission in the FTA portal
- Documenting for VAT purposes Registration, deregistration, and VAT refund
- Monitoring receivables and following up and review outstanding payments
- Handle the legal paperwork and documentation of a company
- Provide expert advice to business and employees on all visa formalities and all other gov't related procedures.
- Preparing the vendor payment with necessary supporting documents on the due date
- Preparing the payroll and benefits accordance with statutory requirements
- Petty Cash handling and arranging related voucher for that
- Credit card machine Sales and Bank Reconciliation day to day
- Reconciliation of all business related data with company CRM portal
- Prepare asset, liability and capital account.
- Preparing various financial reports for the management
- Secures financial information and documents by completing backup
- Preparing group of companies' management and financial reports
- Handle the entire accounting activities independently up to finalization of accounts and aud
- Preparation of Audit Schedules and catering to all audit requirements.

## General Accountant

**BAYSHORE GLOBAL CONSTRUCTION, DUBAI**

| Mar2013 – Sep2016

- Day to Day Voucher Accounting
- Prepare asset, liability and capital account
- Responsible for the accounting operations of the company.
- Preparation of payroll, cheques, and bank reconciliation.
- Handle the petty cash
- Preparation of all monthly financial reports
- Handle the booking of all purchase and sub-contractor bills
- Communicate routinely with Project Managers on a variety of jobs.
- Coordinated subcontractor/vendor requisitions and disbursements
- Managed all aspects of job cost reporting and analysis
- Arranging finance from banks for various working capital Limits
- Generate and send out invoices, follow up on collect and allocate the payments
- Coordinate with project managers and field staffs.
- Participate in the formation and implementation of company financial plans.
- Provide reporting and budgeting as required by Senior Management.
- Manage accounts payable and accounts receivable and functions.
- Manage company and project cash flow.
- Interact with Senior Management on daily basis and assist on special projects.
- Work with project management staff ensuring proper compliance with accounting procedures.

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## Accountant / Logistic support & PRO Services

**ASNANI STEEL INDUSTRIES LLC, DUBAI**

| Nov2005 – May2012

- Preparing and verification of vouchers and recording journal entries, posting to ledger accounts.
- Preparing and verification of cash book, bank book, petty cash book and company maintenance accounts.
- Control the Payroll in all respects including provisions and statutory benefits to all employees.
- Responsible for bank reconciliation and TR accounts, Pay orders, bank transfer and manager cheque
- Reconciliation of affiliate company accounts and Creditors and follow-up due dates.
- Track and manage all government-related paperwork, including visa applications, renewals, and cancellations
- Handle the daily suppliers' accounts reconciliation and payment processing
- Monitor Cash, Credit Collection and follow up of amount payables & receivables promptly
- Creation and maintenance of the Chart of Accounts
- Design of different reports requested by the Management (Income Statement, financial position, cash flow....)
- Preparing monthly profitability reports for the shipments and consolidated income statement
- Preparing financial report for the board senior management
- Preparation of Budget, monthly reporting of variances.
- Preparation of all schedule / check-list according to companies for onward submission to auditors.
- Preparing analysis of financial statements, ratio, vertical and horizontal analysis
- The document of Export is mainly prepared and Applying for Certificate of Origin
- Coordinate with finance controller for Commercial transaction including import L/c, Export L/c, Export and Import
- Responsible for Legalize the documents, Duty Exemption, and Declaration in Mirsal II for document clearance
- Verifying and checking the L/C copy, and writing amendment to the bank.
- Verifying the Import document, that Commercial Invoice, Bill of Lading, Packing List, and Certificate of Origin.