



RANJITH KRISHNAN RAJAN

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PROFILE

Looking forward to an exclusive opportunity in a challenging environment, which will help me to grow stronger and healthier in my career life. **More than 15 years of experience in Audit, Accounts & Finance with leading Firms/companies in India & UAE.** To become a part of the organization where I can apply my Knowledge enhances my skill and be able to contribute growth and success of the organization. Now I am looking for a suitable position with a company which offers me a genuine position for my career growth and where I can make a significant contribution.

WORK EXPERIENCE

- ❖ From Oct 2014 to till date:
Oscar Cinema LLC, UAE(Oscar Group of Companies)
Designation: **Accounts Manager**

Job Responsibilities: -

- Review and Reconciliation of various bank accounts, debtors and Creditors.
- Perform daily accounting transactions such as creating & Posting Vouchers.
- Accurately record Cash transactions.
- Day to day banking activities.
- Supervise and Co-ordinate in Petty cash activities for the company.
- Perform timely monthly reconciliations of Cash account
- Prepare daily Cash Summary
- Maintain and review Accounts receivables & payable ledgers ,checking, verifying and posting Supplier/ Vendor Invoices.
- Review Statement of account ,fully reconciled & Supported with relevant and original approved documents.
- Prepare monthly/yearly and other periodical financial reports.

EDUCATION

- ✚ **Master of Business Administration (M.B.A)- Pursuing**
University of Madras
Tamil Nadu, India
- ✚ **Bachelor of commerce**
Sindhi College,
University of Madras
Tamil Nadu, India



COMPUTER SKILLS

- Tally ERP9
- M.S Office
- Operating System such as MS Dos and Windows.
- Internet etc.



ADDITIONAL QUALIFICATIONS

- ✚ Advance Diploma in Computer Application(ADCA) from Indian Institute of Computer Science-IIC.
- ✚ VAT Certification Course from Talal Abu-Ghazaleh Professional Training Group-UAE

- Payment follow up and Preparation of Cheques.
- Daily cash and bank payments
- Bank related documentation works.
- Preparation of daily cash-flow and maintaining the entries
- Receivables and Payables management
- Calculate & Distribute salary to employees through WPS.
- Prepare payroll related calculations including deduction, staff benefits, etc..
- Periodical review and calculation of VAT Payments (Quarterly Basis).
- Preparation of VAT(Value Added Tax) report and filing.

❖ **From Feb 2004 to Sept 2014: R.Ramalingam & Associates ,Chartered Accountant,Chennai, India**

Designation: Manager(Audit & Operations)

Job Responsibilities: -

- Handle the team RCU(Risk Control review)& FCU (Fraud Control review)for bank and Financial sectors.
- Monitoring all the branch review, receipt book audit and Compliance Audit & Stock yard Audit reports with quality and TAT.
- Monitoring Cash and petty cash Audit for banks and Financial sectors in the year end and preparing the review reports.
- Monitoring and maintaining company expenses and incomes.
- Liaison with the banks for maintaining the cash and funds flow position for the organization.
- Account reconciliation of banks, customers and vendors
- Preparation and Finalization of monthly payroll and budget, preparation of Budget Vs Actual
- Ensured compliance with accounting deadlines.
- Review current and fixed assets, liabilities, charges, revenue and expenses
- Management of accounts payable/receivable and payroll
- Implemented proper controls and systems for inventory management.
- Petty Cash maintenance and all Admin related activities
- Preparing of Expenses Analysis report.
- Preparing monthly closure of books of accounts by passing journal entries.
- Management of office staff including procurement action.
- Preparing TDS deduction & filing of e- TDS tax returns for the Andhra Bank and other companies on a quarterly basis.

DECLARATION

I hereby declare that the above given information are correct to my best of knowledge and belief.

Ranjith K.R

LANGUAGES KNOWN

- ✚ English
- ✚ Tamil
- ✚ Malayalam
- ✚ Hindi



KEY SKILLS

- ✚ Sincere, enthusiastic and energetic with a focused mindset to initiate and complete the work in hand.
- ✚ Willingness to learn and grow along with the team.
- ✚ Efficient and responsible at work.
- ✚ Self-confident, hardworking & a team player.
- ✚ Excellent Communication
- ✚ Listening Skills
- ✚ Presentation Skills
- ✚ Trust Building
- ✚ Effective Negotiator



PERSONAL DETAILS

Date of Birth : 06-04-1981
 Gender : Male
 Nationality : Indian
 Marital Status : Single
 Passport No : K6152077
Visa Status : Employment Visa

