

## Pratap Singh Bhati, B. Com,M.B.A.

Mobile: +91-8949465812

Whats app:- +971-52 175 2574

Email: [pratap.singh2570@gmail.com](mailto:pratap.singh2570@gmail.com)

**UAE EXP: 5 Years**

**Total Exp: 7 Years**



### General Presentation

- **M.B.A.** Master in Business Administration (Finance & Marketing) having **5+years** of U.A.E. experience in Commercial, Financial Management, Vendor Management and Project Management.
- Deft in **Costing & Estimation, Procurement, Price Quotations, Accounts Payable, Accounts Receivables, Budgeting.**
- **UAE Driving License\*(Under Process).**

### Work Experience

Sept'18 –Till date- **M/s. Toshniwal Instruments MFG. PVT. LTD.** Ajmer ,India

#### **Role as Store Manager (Store & Procurement Dept.)**

- Oversees and administers the **operations of the store**, Receives, identifies and verifies all materials, and Provide information to General Manager.
- **Maintaining inventory**, using inventory management software- TALLY ERP 9, **Preparing purchase requisitions/Comparisons** for the New Orders, contacting Vendors to determine **price and discussing with payment terms**, and additional details concerning for new items.
- Maintaining files appropriate to the activities of the unit, such as invoices, order number, receiving date, shipping date, Job Order Details etc.
- **Verifies Store issues, store receipts and supporting documents.**
- Preparing and send monthly reports showing movement of material & verifying it by conducting a monthly stock count.

Feb'13 – Aug.18- **M/s. Sanitart Systems L.L.C.** (Kitchens and Bathroom's Manufacturing co.) U.A.E.

#### **Role as General Accountant (Accounts & Procurement Dept.)**

- System **invoicing** in line with the approved BBU (Billing Breakup Unit) with Focus Software.
- Responsible for **All Banking Activities, Cheque book requests, Bank Guarantee (B.G.), Letter of Credits (L.C.)**
- Following of **All VAT procedures** to ensure correctness of accounts at the time filling tax return to Federal Tax Authority.
- Preparing Monthly, Quarterly,& follow credit Policy and Payment Terms set for receivables to ensure timely collection and reduction of variables days.
- **Managing daily petty cash** and preparing of other management reports, such as **Pipe line, Projects Compellation Reports.**
- Payments of **DEWA, SEWA, Etisalat Bills**,and responsible for all **Company's Vehicles' Registrations.**
- Formulating and Updating project Financials including **cash flow** and **budget.**
- Assisting **Procurement** team in finalization of **vendor contracts, all Import Procedures**, from raising inquiry to delivery of materials to store.
- Preparing and updating **payment records** of Vendors.

- **Follow up** with clients for **Out-standing payments** after Sales and Delivery.
- Sending timely alert to concerns over budget exhaustion, **BG** due, **LC** application due, Pending bills of exchange.

### **Role as Estimator (Estimation and Design Dept.)**

- Preparing **Estimations, Quotations** for Projects, W/s and Villas and preparing **I.P.O's & L.P.O's**.
- Assist procurement team & Designers Team in preparation of Designs / Plans of Kitchens and Bathrooms.
- Updating and maintaining **price Lists** of Company and Implement accordingly.
- Preparation of **project summary report**, cash flow and **cost sheet** on monthly basis.
- Written communication / follow-up with client for pending payments and status reporting to client.
- Team Leader.
- **Following up with the Suppliers for L.P.O.**

### **Jan'12 – Dec.12' Maruti Suzuki India PVT Ltd., New Delhi as an Auditor.**

#### **Role**

- Checking Ledger posting; Cross-Checking Cash Book & Bank Statement.
- Quality Audit; Checking and Observing that dealers should work & make deal according to the Set Standards & Norms.
- Preparing Labor Man power & Material consumption budgets and analysis the variance.

### **ACADEMIA**

- **MBA** (Finance & Marketing) from Rajasthan Technical University in 2012.
- **B.Com.** from Maharishi Dayanand Saraswati University, Ajmer in 2009.
- Higher Secondary from St. Paul's School, Ajmer, affiliated to Rajasthan Board in 2006.
- Secondary from St. Paul's School, Ajmer, affiliated to Rajasthan Board in 2004.

### **PROFESSIONAL TRAININGS**

- **Project System.**
- Personal and inter personal effectiveness skill training of Cost Control at Sanitart Systems L.L.C. UAE.

### **PERSONAL DOSSIER**

**Date of Birth** : 12th March, 1990  
**Mother's Name** : Mrs. Prem Kanwar Bhati  
**Father's Name** : Mr. Hanuman Singh Bhati  
**Local Add.** : In front of Emirates Post office- Hor Al Anz- Dubai  
**Permanent Add.** : Dayanand Colony, N.H.65 Ladnun, Rajasthan- India  
**Marital status** : Single  
**Languages Known** : English & Hindi

**Pratap Singh Bhati**