** Amit Shankar Rahate**

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**Contact Dubai: 0553687819**

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**CAREER OBJECTIVE**

To continue my career with an organization that will utilize my **MANAGEMENT, SUPERVISION & ADMINISTRATIVE** skills to benefit mutual growth and success**.**

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**SUMMARY OF SKILLS AND EXPERIENCE**

* A highly organized and detailed –oriented Executive with over **11 years’** experience providing through and skillful accounting, administrative & management support to senior Executives.
* Dedicated and focused, able to prioritize and complete multiple tasks and follow through to achieve project goal.
* Computer skills include: **MS Word, Excel, Tally Version 9, 7.2, 6.3 & 4.5**, Multimedia **(Coral Draw, Photoshop)**, **Power-Point** & Genius customized accounting Software.
* Higher Education – **MBA in Finance.**

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**PROFESSIONAL EXPERICENCE**

**Om Shanti Universal Pvt. Ltd. (Sep 2007 till Oct 2018) (Working remotely from Feb. 2019 till March 2020) Licensing Admin.**

Our strength is Redevelopment Schemes of the slum areas. The company is built in 2000; has developed many spectacular projects, raising the standard of living of a large section of society. Today Om Shanti universal ltd. has carved a niche for itself in the Construction Industry.

**Job profile**:

**In November 2018, I relocated from Mumbai to Dubai. Since Feb. 2019 till March 2020 I have been working remotely on Om Shanti’s Project Management Services**. Following were my key duties…

* Developing, Coordinating & Negotiating for PMS with prestigious developers in Mumbai,
* Timely raising bills for PMS,
* Periodically providing summarized details like work completed, Bills raised, payments received & reconcile the issues if any,
* Handing over permissions & approvals to the customers,
* Following up for the payment of bills raised as per the credit period agreed upon,
* Insure timely honoring of bills from customers,
* **Due to Covid – 19 pandemic & Lockdown in Mumbai company has stopped their PMS operations for the time being since March 2020**.

**From Sep. 2007 till Oct. 2018.**

* Handling highly confidential document & work task,
* Drafting **(Typing)** official letters/ reports Internal & External,
* Handling Business correspondence & slum dweller or tenants – Filing for future reference,
* Look after **maintenance of office equipment** & keep them in working condition,
* Arranging & **Allocating office resources**,
* Attend legal matters as **company’s representative**,
* **Screening calls** for Managing Director. Arranging MD’s meetings at different levels of work- line i.e. Internal & External,
* **Delegation of work** to different department & timely update / **report to MD**,
* To co-ordinate, prepare company reports and slide presentations for board meeting,
* As a Property Liaison maintained open lines of communication among senior executives, middle management and administrative staff,
* Verify the quotation of suppliers/ Contractor as per requirement & prepare contract for the same,
* Cross verify the supply / work personally or through concerned person,
* Timely verifying & posting suppliers invoices,
* Generating monthly or periodical statement of supplier, Reconciling if any,
* Material return, Bills cancellation, Debit Note, etc.
* Handle **Account Payable** & reporting periodically AP,
* Issue suppliers / contractors payments cheques as per credit period / credit terms,
* Developing healthy relation with all creditors/ suppliers,
* Regular follow up with Debtors (PMS)/ Flat Owners,
* Generating monthly or periodical statements of accounts for Debtors/ Flat Owner, Reconciling differences if any,
* Handle **Account Receivable** & reporting periodically AR,
* Ensure timely collection of customers payments as per the agreement,
* Building good relation with customer,
* Ensure all financial transactions a lawful & as per the terms & conditions stated in the agreement,
* Maintaining & recording day to day Business transactions (**Book keeping**) in **Tally Software**,
* Maintaining real time records of all cash & Bank Transactions,
* Handling **cash transactions** & cash expenses (Petty Cash)
* Handling **bank transaction & bank reconciliation,**
* Handling paper work compliance relating to bank guarantee & project approvals from banks,
* Filing of all invoices & supporting documents for **internal & external audit,**
* **Attending walk – in customers,**
* Keeping data/ information related with all walk – in customers,
* Providing project details, showing flats & explaining our offer & process,
* Regular follow up & negotiating with customers,
* Generating sales,
* Ensuring continuous interaction with the Government Officials, Architect, Slum Dwellers & Customer to make sure that area of concern can be worked upon for improved service levels,
* Ensuring smooth communication and working between Slum Dwellers, Government Department, and Architects & Management,
* Dealing with Slum Dwellers and ensure their support and affords towards the development project,
* Ensure legality/execution / registration of agreement with customer.

**Im-Trim Resource India Resources Pvt. Ltd. (October 2006–August 2007)**

**Accounts Assistant.**

IM-TRIM Resources Pvt. Ltd. is a leading manufacturer and exporters of Garment Accessories, Fashion Trims, Polyester Buttons, Plastic Buttons, Laser Buttons, Engraved Buttons, Polyester Button of Rod (Imitation).

**Job Profile:**

* Verify the purchase invoices & book the bill,
* Book the sales transactions,
* Depositing cheques & cash in bank & other banking work,
* Making payments to the suppliers,
* Handling Petty Cash,
* Handling all correspondence & their filing,
* Maintaining physical pass book for easy reference,
* Maintaining periodical outward sales register,
* Allocating office resources.

**EDUCATION & PROFESSIONAL DEVELOPMENT**

**MBA (Finance) from IES MCRC Mumbai – Mumbai University.**

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| --- | --- | --- | --- |
| **Qualification** | **Passing year** | **University** | **Class** |
| MBA – finance | 2015 | Mumbai | I class |
| M. Com (Part- I) | 2007 | Mumbai | II class |
| T.Y.BCOM | 2005 | Mumbai | II class |
| H.S.C` | 2002 | Mumbai | I class |
| S.S.C | 2000 | Mumbai | II class |

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**EXTRA CURRICULAR ACITIVITES**

Masters in REIKI healing & **REIKI practitioner**. Participated & part of organizing self-healing & leadership programs.

Participated in Inter - College Curricular Activities, also at work taken part in different cultural and outdoor activities.

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**PERSONAL DETAILS**

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| DOB | 06 September 1985 |
| Nationality | Indian |
| Marital Status | Married |
| Languages Known | English, Hindi & Marathi |
| Passport No. | L5270225 |

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**REFERENCE:** Would be given if required.

**DECLARATION:** I hereby declare all the above information is true.

Name: **Amit Rahate.**

Place: **Dubai.**

Dubai Visa Status: **Wife’s Sponsor Residence Visa.**