

# Curriculum Vitae



**RISHAV CHAWLA**

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**Languages Known:**

**English,  
Hindi,  
Punjabi**

**Job Experience:**

**13+ years**

**Personal Details:**

**Date of Birth : 31/10/1982**

**Sex : Male**

**Nationality : Indian**

**Marital status : Married**

**UAE Driving License No:**

**2549239 (LV)**

**Passport Details:**

**Passport No : R3248801**

**Date of Issue : 20-07-2017**

**Date of Expiry: 19-07-2027**

**Visa status: Employment visa  
(Transferable Visa)**

## **CAREER OBJECTIVE**

Seeking a challenging job in an esteemed organization to expand my capability and use all my caliber & proficiency for better prospects of the organization. Willing to work for management in appropriate designation.

## **ACADEMIC PROFILE**

Specialization	University/ Board	Year
M.B.A	Punjab Technical University, Jalandhar	2008
B.A	Punjabi University, Patiala	2003
10+2	Punjab School Education Board, Mohali	1999
DCA	IICE	1998
S S L C	Punjab School Education Board, Mohali	1997

## **COMPUTER KNOWLEDGE**

- Proficient with the use of MS Access, Excel, Windows, Word and the Internet.
- Exposure to Tally Accounting Package.
- Languages C++, Dbase, FoxPro Language.

## **ACHEIVMENTS AND STRENGTH**

- Establishment of Agency Network in Chandigarh.
- Appreciation Reward from the Commercial lead Reliance Communication.

## **PERSONAL TRAITS**

- Eagerness to learn, highly motivated.
- Ability to handle pressure, ability to work in a team.
- Effective Communication in English Hindi and Punjabi.
- Achievement oriented with excellent people management skills.
- Working in Highly competitive environment.
- Excellent negotiation and analysis skills.

## EXPERIENCE PROFILE

- ✓ **Ziyad Aluminium & Glass LLC (Abu Dhabi, UAE),**  
{From 2017 to till date}

### **Designation:**

**Accounts Manager**

### **Responsibilities Handled**

#### **Accounts:**

- Monitor and analyze accounting data and produce financial reports or statements
- Establish and enforce proper accounting methods, policies and principles
- Coordinate and complete annual audits
- Provide recommendations
- Improve systems and procedures and initiate corrective actions
- Assign projects and direct staff to ensure compliance and accuracy
- Establish and maintain fiscal files and records to document transactions
- Responsible for checking supplier invoices for pricing, coding, limits, authority and validity. Take up queries direct with suppliers and employees.
- Input supplier invoices and expense claims into the Finance System and reconcile all supplier accounts. This includes input of credit card, air travel and cab charge information.
- Assist Accountant/s with duties that may arise form time to time, particularly during absences;
- Make timely payment of all accounts including supplier invoices, re-imburement to staff, bank transfers, payroll liabilities and acquittals of corporate credit card usage.
- Maintain petty cash.
- Maintain a proper filing system for all transactions, within assigned responsibilities, for audit and accounting purposes.
- Raise debtor invoices as required.
- Preparation of management reports and actual against business plan & budget as required.
- Provide management reporting to Executive Director and Finance and Audit Committee.
- Manage processes to record & reconcile expenses against income and provide regular management reporting.
- Process accounts payables, obtain payment authorities, process online payments and record payments.
- Provide regular creditor reports.
- Prepare & send invoices to debtors as required. Follow up debtors, maintain expected payment dates in cash flow spreadsheet, receive & record payments.
- Action regular reconciliations of all bank accounts & credit cards.

- ✓ **Black Scorpion Auto Parts (Abu Dhabi, UAE),**  
{From 2015 to 2017}

### **Designation:**

**Asst. Manager**

### **Responsibilities Handled**

#### **Accounts:**

- Responsible for checking supplier invoices for pricing, coding, limits, authority and validity. Take up queries direct with suppliers and employees.
- Input supplier invoices and expense claims into the Finance System and reconcile all supplier accounts. This includes input of credit card, air travel and cab charge information.
- Assist Accountant/s with duties that may arise form time to time, particularly during absences;
- Make timely payment of all accounts including supplier invoices, re-imburement to staff, bank transfers, payroll liabilities and acquittals of corporate credit card usage.
- Administer preparation of payroll for authorisation and transmission.

- Maintain petty cash.
- Maintain a proper filing system for all transactions, within assigned responsibilities, for audit and accounting purposes.
- Provide management reporting to Executive Director and Finance and Audit Committee.
- Process accounts payables, obtain payment authorities, process online payments and record payments.
- Provide regular creditor reports.
- Prepare & send invoices to debtors as required. Follow up debtors, maintain expected payment dates in cash flow spreadsheet, receive & record payments.
- Action regular reconciliations of all bank accounts & credit cards.
- Maintain the Asset Register & Depreciation Schedule.

✓ **Ski Himalayas Ropeway Pvt. Ltd.,**  
**{From 2011 to 2015}**

**Designation:**

**Deputy Manager**

**Responsibilities Handled**

**Finance & Administrator:**

- Ability to work on own initiative, priorities work, handle pressure and take day-to-day decisions on the running of the organization.
- Perform backup role for payroll.
- Adherence to controls, policies and procedures.
- Assigns duties and monitors quality of work; assures staff conforms to organizational policies and procedures and government regulations.
- Analyzes, reviews, and audits overall general ledger and expense payable systems.
- Assist with cash receipts processing.
- Approve sales order approvals.
- Preparing MIS reports
- To process payments of vendors' bills for the branch, petty cash and TPV, EERS and TERS payments.
- Ensuring Payments to Vendors. (Daily Activity)
- Monthly Expenses Provision
- Access Cards.
- Infrastructure Management.
- Maintenance of Record of office Assets.

✓ **Birla Sun Life Insurance Co. Ltd., Ludhiana,**  
**{From 2008 to 2011}**

**Designation:**

**Finance & Administration Executive**

**Responsibilities Handled**

**Finance & Underwriting:**

- To process receipts for first year premium as well as renewal for individual, group and pension businesses on behalf of DSF, AC and Group.
- To co-ordinate daily banking of cheques with banks and recording of cash transactions.
- To process payments of vendors' bills for the branch, petty cash and TPV, EERS and TERS payments.
- To prepare weekly and monthly MIS reports such as accruals, daily collection report, petty cash report, cancelled and manual receipts report, bank deposit details, non-MICR cheques received and manual receipts to client services.
- To remit professional tax and work contract tax and submit returns for the same.

- To ensure that administration services such as housekeeping, security and dispatch are rendered in an uninterrupted and cost effective manner.
- To ensure that the branch is compliant with the statutes of the Minimum Wages Act, Shops & Establishment Act and all other Central and State Government legislations, as applicable.
- Ensuring Payments to Vendors. (Daily Activity)

✓ **Reliance Communication, Chandigarh,  
{From 2000 to 2008}**

**Designation:**

**Finance Executive**

**Responsibilities Handled**

**Finance & Administrator**

- Looking after the banking aspect for Reliance Communication Infrastructure Ltd. & Reliance Web stores Ltd. It includes generating PIS from SAP & WW Recon which in turn get reconciled with the figure of collection through billing / sale. Keep the records for day to day banking transaction.
- Keep the records for the bill book issued to the CCP / Collection Agencies Simultaneously; make the entry for the entry for the payments received by the CCP / Collection Agencies.
- Using the network operational software "Clarify e-front office" builds by Nortel Network. Through this software the CAF (Customer Application Form) upload for Address Verification and final closure of sale can be done.
- Interaction with Vendors relating their rent and TDS purpose.
- Processing payment of Vendors & Government Client.
- Preparing Vendor Lease Agreements etc.
- Handling Banking Transactions towards Accounts Payable.
- MIS Reports (Payments Reports, Budget reports etc.).
- Follow up with Owners for Rent.
- Generation of monthly reports of outstanding dues to the concern senior manager.
- Process and MIS Reports.
- Handling Shop & Establishment License.
- Ensuring Payments to Vendors. (Daily Activity)
- Monthly Expenses Provision
- Infrastructure Management.
- Annual Maintenance Contract renewal and follow up.
- Maintenance of Record of office Assets.

**Declaration:**

I hereby declare that above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Rishav Chawla  
Abu Dhabi, UAE