

Curriculum Vitae

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.



RISHAV CHAWLA

Contact No:

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E-mail id:

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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)**

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-imbursement 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-imbursement 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