|  |  |
| --- | --- |
| RAJESH MANTHODITHAZHA KUNIYIL  rajeshmkorky@yahoo.co.in  +971522955410 | |
| core24x24iconsKey Skills   |  | | --- | | Accounting & Costing Operations | |  | | Bank & GL Reconciliation | |  | | Transaction Processing | |  | | Import & Export Operations | |  | | Payments & Invoices | |  | | Cash flow & Budget Preparation | |  | | WPS & Outlook Express | |  | | Petty Cash & Intercompany | |  | | Coordination & Documentation | |  | | VAT and Tax Computation | |  | |  | |  | | An established professional with **over 13 years of experience**; targeting assignments in **Accounting/Costing Operations.** |
| knowledge24x24iconsProfile Summary |
| * Proficient in **preparing, examining and analyzing accounting records**, financial statements and other financial reports. Verifying financial statements & conformance to reporting and procedural standards. * Experience in documenting all **accounts Payable/Receivable transactions** on regular basis and **Fund Allocation** for various departments and preparing reports. * Skilled at managing day-to-day **cash, Bank & accounting functions** in coordination with internal/external departments for **financial operations.** * **Cash flow forecast and Budget** preparation in proper discipline by implementing & modifying the procedures. * Coordinate and bear **annual audits** and **providing administrative support** including management of office equipment, communication instruments. * Quick Learner with **analytical & organizational** capabilities with expertise in formulating & implementing accounting systems.   edu24x24iconsEducation   * MCom(Finance) from Calicut University in 2006, Calicut Kerala,India |
| softskills24x24iconsSoft Skills | career24x24iconsCareer Timeline |
| Collaborator    Communicator      Planner  Focused    Analytical    Thinker | 2000-2002 & 2010-2011  Tax Matters-Income tax & Sales Tax Practitioners-as Accountant  Archirodon Construction & Arcomet RMC FZC as Accountant  2011-2017  2008-2010  Engineering Aluminium Systems Co. LLc as Accountant |
| exp24x24icons Work Experience (SAUDI ARABIA)  **June’2019 - Nov’2019 with Saudi Rubber Products Company as Accountant**  (**Manufacturing & Trading** Company-Dammam, Saudi Arabia – Monthly Business Value 18 to 22 Million SAR)   * Weekly Cash flow and oversee daily accounting activities to maintain the general ledger. * Suppliers Payment released of maturity and other payments. * Bank Reconciliation and Fund flow requests. * Processing Foreign principle payments like TT’s and CAD. * Carrying out Reconciliation of Petty cash books and foreign currency accounts. * Depreciation and Accrual calculation and posting. * Payroll and Employees settlement verification. * Trial balance and Balance sheet review and ratification of ledgers. * Preparing various documents as per auditor’s requirement on yearly basis. * Other Accounting jobs requested by Finance Manager.   exp24x24icons Work Experience (UAE)  **May’2016-Oct’2017 with Arcomet RMC FZC (Archirodon Group) as Accountant cum Cost Accountant**  (**Oil & Gas Construction** Company Ras Al Khaimah, UAE -Project Value: 29 Million USD)   * Monthly Costing Report plus other Operational Reports. * Monthly Cash flow Reports. Invoice & Site construction expense to be allocated to relevant Cost Centre areas. * Payroll amount break up based on the Cost Centre wise. * Total man hours count on Monthly and section wise. * Progress Payment Certificate preparation based on work executed. * Prepare Bank Reconciliation and accounts to ensure accuracy. * Prepare Supplier Ageing Report and allocate the schedule of payment. * Trial Balance Analysis of general ledgers & Balance sheet Generation. * Provision allocation for different areas. * Employee settlement verification. Ensure Trade Receivables & Other receivable Reports * Responsible for Petty cash payment and Purchase Payments. * Accrual and Monthly Depreciation works. Fixed Asset details and Equipment status report. * Responsible for monthly Store Closing.   exp24x24icons Work Experience (SAUDI ARABIA)  **Apr’2011 – Jan’2015 with Saudi Archirodon Ltd (Archirodon Group)as Asst. Chief Accountant**  (**Construction & Design**-Saudi Railway Organization-Project value: 51 Million USD(Doubling) & 23Million USD-CTW110)   * Generate Weekly Cash flow & Monthly Payment Schedule Report. * Site Operation Report and Quick Cash flow Report. * Hired Equipment Statement and Receivable Reports. * Trial balance and Balance sheet Generation and ratification. * Prepare Income statement Report and Store Reconciliation. * Support Cash flow Budget & Operation Budget. * Responsible for Salary advance Deduction list and Depreciation calculation for fixed or semi fixed asset. * Provision allocation for different areas like Payroll, Other Project Cost & General Administrative Expenses. * Payroll data updating in accounting software, bank Reconciliation and ensure accuracy. * Employee settlement verification and processing for payment. * Supplier payment within stipulated time frame and with pre-set parameters. * Intercompany Reconciliation and transferring of accounts. * Provide Annual Taxation Reports to Head office for Zakat filing. * Resolve Audit issues, response and Audit assigned concessions and questions. * Responsible for Financial statements and Annual Reports. * Assisting Finance Dept. for the preparation of budgets. Perform revenue & expense analysis including Actual Vs. Budget. * Identify research and resolve discrepancies, both independently and through interfacing with other functional areas.   exp24x24icons Work Experience (UAE)  **Mar’2008 – Jan’2010 with Engineering Aluminium Systems Co. L.L.c as Accountant.**  (**Engineering, Fabrication and Structural Installation** Company)   * Preparing Local Purchase Order, Quotation & Pro-forma Invoices. * Responsible for Accounts payable, oversaw the purchase from suppliers, tracked supplies recorded in general ledger. * Proper booking of invoices raised by creditors after through checking of rates with purchase order. * Preparing & Following up of bills receivables after invoicing to debtors. * Checking the petty cash voucher prepared by others for supporting and paying them cash. * Maintaining Aluminium Stock Level Report & Weekly Purchase Report as per section wise. * Employee Increment Details files and Settlement records. Shift arrangements as per section wise. * Other Accounting jobs given by Managers.   exp24x24icons Work Experience (INDIA)  **Sep’2006 – Jan’2008 with K.V.R Motors-Kerala-India-as Branch Accountant.**  (**Motor Vehicle Sales & Service** Company)  **Apr’2000 – Nov’2002 & May’2010 – Mar’2011 with Tax Matters-Kerala-India-as Accountant.**  (**Motor Vehicle Sales & Service** Company)  personaldetails24x24icons IT Skills   * MS Office: Word, Excel, Microsoft Outlook Express * Tally ERP, Peach Tree, Quick Book, Focus, SAP * Diploma in Computer Application & Typewriting English-Data Entry * Internet Applications   personaldetails24x24icons Personal Details  **Date of Birth:**29th April 1980  **Languages Known:** English, Hindi, Tamil & Malayalam  **Present Address:** Karama-Dubai, UAE  **Permanent Address**: Manthodithazha Kuniyil House, Vatakara, Kozhikode, Kerala –India.  **Nationality**: Indian  **Marital Status**: Married  **No. of Dependents**: 4  **Driving License Details**: Saudi License No.24709139  **Visa Status**: Visit Visa – Valid up to **Dec.25th 2020**  **Passport Details:** R 1953643- Valid up to 08/11/2027. | |