|  |
| --- |
| 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 |
| CollaboratorCommunicator  PlannerFocusedAnalyticalThinker | 2000-2002 & 2010-2011Tax Matters-Income tax & Sales Tax Practitioners-as AccountantArchirodon Construction & Arcomet RMC FZC as Accountant2011-20172008-2010Engineering 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.  |