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RAHUL SINGH RAGHUVANSHI

Targeting opportunities in Accounts Payables & Receivables, Import & Export Operations with an organization of high repute

Education & Credentials

2016

Bachelor of Pharmacy from A.K.T.U University

2011

12th from U. P Board

2009

10th from U. P Board

Executive Profile

- Highly analytical accounts receivable & Accounts Payables professional with nearly 4 years of experience with a thorough knowledge of accounting, billing and collections systems
- Skilled in managing month-end provisions & payables, preparing ledger books, reconciliation statements and in GL Analysis; strong exposure in cash forecasts and working capital management
- Proficiency in conducting reconciliation of accounts including reconciling of the customers/vendors statements
- Handled processing of Accounts Receivable (AR) invoices, billing and credit notes, reconciliation of customer accounts, credit analysis and follow-up on collections
- Skilled in underwriting medical applications with complex medical history and balancing medical risk with sales objectives

Key Impact Areas



- Accounts Receivable & Payables
- Preparation of Reports
- Invoice Processing
- Billing & Collections
- Client Relationship Management
- Reporting / Documentation
- P&L Accounting

Soft Skills



Career Timeline



Professional Experience

Since Jul'18: Aladdin Container Company, Dubai as Accountant Assistant

Key Result Areas:

- Entering credit memos & general journal entries in QuickBooks and Excel spreadsheets
- Handling the processing, distribution, accuracy verification and maintenance of invoices; interfacing extensively with vendors and suppliers
- Improving customer relations by implementing regular follow-up with clients and allowing them to provide timely feedback on services
- Supervising the month-end closing process and reconciliation of ledgers
- Producing invoices on everyday basis and sending the same to the client & customers
- Resolving issues with vendors, including past due and /or disputed invoices by research and communication within the company & vendors
- Managing the everyday finances in the form of cash and cheques
- Maintain a report of the finances on day-to-day basis
- Performing reconciliation of the accounts and the amount paid to the customers
- Administering relationship between company that manufactures or supplies products and retailers that stock them
- Preparing weekly & monthly Petty Cash Accounts and P&L statements
- Ensuring timely realization of debtors and monitoring payments made to vendors; tracking accounts receivable / payable accruals
- Checking invoices before booking; providing support for timely passing of accrual entries and booking of monthly invoices into the system
- Providing support to the Manager-Finance in month-end closing and posting of monthly accruals; managing all aspects for petty cash
- Preparing bank payment vouchers & bank reconciliation at month end

Jan'17- May'18: United Health Group, Noida as Medical Underwriter

Key Result Areas:

- Reviewed application files for Health & Life Insurance policies; determined eligibility coverage, premium rates and exclusion policies for consumers & businesses
- Processed Denied Claim and transfer to the A & G team; drafted letter in final stage
- Maintained Leave & Inventory sheets on daily basis
- Followed up on the given inventory on daily basis
- Assisted in determining amount of financial risk that could occur as result of insuring individual or group of people
- Administered Denied claim and make the letter for Appeal and Grievance Department. • Proficient in MS Excel (V Look up, H lookup, Sum if, True/False, Pivot Table etc.)

Training Attended:

- Attended a training in CPW Hospital & A&G training with full attendance
- Received a prize by the A&G Team for Full Attendance
- Attained 2nd position in claim processing

Previous Experience

May'16-Dec'16: Felix Hospital, Noida as Pharmacist

Certification

- SAP FICO (Account & Finance) from Rolla Institute, Dubai in Aug'19

IT Skills

- MS Office
- MS Excel Basic and Advance

Extra-Curricular Activities

- Won 3rd prize in Pharmacy Quiz

Industrial Training

- Attended a 15 day training with IDPL Rishikesh in QA and QC department in 2015



Personal Details

Date of Birth: 15th December 1995
Languages Known: English and Hindi
Permanent address: Village-Vishunpur, Post: Bajrangnagar, Dist. Jaunpur -22214, Uttar Pradesh
Current Address: Aladdin Container Company, Ras Al Khor Industrial Estate-2, Dubai, P.O. Box-11328
Passport Details: No. R8893603; Expiry Date: 02-04-2028
VISA Status: Employment Visa (Tax Account)
No of Dependents: 1
Nationality: Indian