



RAJANEESH VIJAYAN

ACCOUNTANT.

OBJECTIVE

Highly experienced accounting expert looking for a new challenge role at a reputable firm. Bringing more than a decade expertise to assist with account entries, data recording compiling and analysing information and creating effective system of data management.

EXPERIENCE

QATAR COATING Co W.L.L, DOHA QATAR. (05/05/2006-08/03/2020)
ACCOUNTANT

- ❖ Posting journal entries & Maintain ledgers.
- ❖ Trial balance, Profit & Loss account, Balance Sheet preparation.
- ❖ Bank reconciliation.
- ❖ Inventory Management.
- ❖ Petty Cash Management.
- ❖ Accounts receivable and accounts payable management.
- ❖ Payroll WPS.
- ❖ Employee Final settlement as per Qatar Labour Law.
- ❖ Fixed Assets Register.
- ❖ Depreciation Provisions.
- ❖ Month end closing & reporting to management.
- ❖ Letter of Credit (LC) etc.
- ❖ Quotation and Purchase order Preparation.
- ❖ Workers RP & Medical card renewal works.

SHREE SHASTHA AUTO PARTS. KERALA INDIA

(01/07/2020-30/08/2021)

OUTLET INCHARGE.

- ❖ Research Potential Vendors.
- ❖ Compare and evaluate offers from suppliers.
- ❖ Conduct price and features comparisons to facilitate purchasing.
- ❖ Negotiate payment terms and pricing.
- ❖ Track orders and ensure timely delivery.
- ❖ Review quality of purchased products.
- ❖ Enter order details (e.g. Vendors. quantities, prices) into internal databases.
- ❖ Maintain updated records of purchased products, delivery information and invoices.
- ❖ Prepare reports on purchases, including cost analyses.
- ❖ Monitor stock levels and place orders as needed.
- ❖ Coordinate with assistant staff to ensure proper storage.
- ❖ Greet and direct customers.
- ❖ Provide accurate information (e.g., Product features, pricing and after sales services)
- ❖ Answer customers questions about specific product/service.
- ❖ Cross sell Products.
- ❖ Ensure racks are fully stocked.
- ❖ Manage returns of Merchandise.
- ❖ Inform customers about discounts and special offers.
- ❖ Provide customer feedback to the management.

CONTACT

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💧 Dubai , UAE

SKILLS

- ❖ Proficiency with Tally ERP, Quick Books, Peachtree and MS office (Excel & Word).
- ❖ Can quickly understand and evaluate complex information.
- ❖ Able to connect with customer to build loyalty.
- ❖ Highest standard of accounting accuracy and precision.
- ❖ Able to handle multiple tasks, work quickly under pressure.
- ❖ Willing to assume responsibility for decision.
- ❖ Strong work Ethics.

EDUCATION

Mangalore University, Karnataka, India. (2005)

B.com (Bachelor of Commerce)

Manipal Institute of Computer Education. (2005)

Computer Courses- Tally & MS office(Excel & Word)

Professional School of Accounting. (2020)

Peachtree & QuickBooks.

LANGUAGE

English

Arabic (Basic)

Hindi

Malayalam

Tamil

Kannada

PERSONAL DETAILS

Date of Birth : 25/11/1983

Marital Status : Married.

Nationality : Indian

VISA DETAILS:

Visa Type : 90 days Visit Visa

Visa No : 204/2021/77592636

Expire Date : 07/12/2021