

# RAHUL GANGADHARAN NAIR

## SENIOR EXECUTIVE - ACCOUNTS & FINANCE



### ADDRESS

123, Bait Abdullah 1,  
Beside Mahatta Park,  
Nr.Hilal Bank, Al Mahatta,  
Sharjah, UAE



### PHONE NUMBER

+971 56 633 6937



### EMAIL

rahux87@gmail.com



An enthusiastic, reliable and optimistic Finance Professional with a proven experience in Accounts & Finance pursuing CMA with overall **13+ years** of experience. Seeking challenging position in Company with opportunity for advancement.

## PERSONAL DETAILS

Date of birth  
14, January 1987

Nationality  
INDIAN

Visa status  
Employment

Marital status  
Married

## DRIVING LICENSE

UAE - LMV, Automatic  
INDIA - LMV & MC, WI GR

## EDUCATION

CERTIFIED MANAGEMENT  
ACCOUNTANT (pursing) 2020

British Columbia International  
Academy / Sharjah / UAE

Bachelor of Commerce 2007  
(Accounts & Audit)

City C U Shah College,  
Gujarat University / Gujarat / India

## WORK EXPERIENCE

### SENIOR EXECUTIVE - ACCOUNTS & FINANCE

GULF CENTRE FOR SOAPS CHEMICAL INDUSTRIES LLC  
/ Jebel Ali Industrial Area 1, Dubai, UAE /

Apr 2018 - Present

- Daily monthly Cash Flow, sales forecasting and analyse variations.
- Reviewing financial transaction on regular basis.
- Managing Bank Facilities (Trust Receipt, Invoice Discounting, LC) Treasury.
- Supports management for customizing report from the ERP system.
- Ensure the accuracy and integrity of the general ledger accounts under the proper cost center.
- Reviewing monitoring collections received from customers to efficiently manage Cash Flow.
- Tracking payroll process; coordinating with exchanges and banks for its smooth swift process.
- Develop, plan and administer policies and procedures in accordance with the company goals and objectives.
- Review all invoices for appropriate documentation and approval prior to payment.
- Perform other duties and projects as assigned by the Finance Director.
- Motivate and lead the team verifying all their daily works, supporting them to finish their task and ensure all transactions are properly recorded and reported.
- Year End Audit ie. Prepare all the documents, ensuring all schedules (Prepayments, fixed assets register), Provisions (Gratuity, Leave salary and Air fare) and accruals (utility and payroll) etc are aligned as per standards.

DIPLOMA IN HARDWARE      2008  
NETWORKING CCNA: (A+ & N+)

ECIL-ECIT / Gujarat / India  
MS OFFICE  
LINUX  
UNIX  
MS 2003 SERVER  
CCNA  
MCSE

SKILLS

Multitasking

Analytical and problem-solving

Planning & Organizational  
abilities

Time management skills

Customer Service Orientation

Excellent communication

Quick learner

Result-oriented

Team management

Adaptability

Interpersonal

Effective Communication

FACTORY ACCOUNTANT

GLOBAL HEALTHCARE PRODUCTS / Silvassa, India      Aug 2016 - Mar 2018

- Managing Accounts Payables and Receivables process.
- Review, check and verify petty cash disbursement and replenishment.
- Preparing various reports such as Daily Cash Flow, Bank Facility reports, Debtors Ageing Report.
- Preparing aging analysis Reports of Debtors Debtors Position.
- Operating and managing the available Bank Facility.
- Intimating the Management for any major variation in fund forecasting.
- Month End Closure entries.
- Bank Reconciliation.
- Physical Inventory Verification.

ACCOUNTS CUM COMMERCIAL MANAGER

NAGAR HAVELI PERFUMES AROMATICS / Silvassa, India      Oct 2015-July 2016

- Finalization till Trial Balance.
- Monthly reports to Management.
- Accounts receivables and payables statement Aging wise.
- Timely filing of VAT Exise return.
- Reconciling statutory records before filing.
- Ensuring the tax compliances (VAT, CST, TDS, TCS, ST, GTA, EXCISE).
- Reply of statutory notices.
- Ensuring all statutory liabilities, if any, are paid before the due dates.
- Ensuring the statutory records are audited internally and periodically by consultant.
- Filing Returns.
- Planning Procuring materials as per requirement through banking facilities.

DEPUTY MANAGER - ACCOUNTS

PRESTRESS WIRE INDUSTRIES / Silvassa, India      Apr 2010-Sep 2015

- Finalization till Trial Balance.
- Daily activity reports of Accounts Department.
- Creditor's reconciliation and monitoring error-free timely posting of Invoices payments.
- Accounts receivables and payables statement Ageing wise.
- Bank Reconciliation.
- Month end entries like accruals, provisions, prepaids, etc.
- Handling Audits.
- Timely filing of VAT Exise return.
- Reconciling statutory records before filing.
- Ensuring the tax compliances (VAT, CST, TDS, TCS, ST, GTA EXCISE) are followed.
- Ensuring all statutory liabilities, if any, are paid before the due dates.
- Ensuring the statutory records are audited internally and periodically by consultants.
- Filing Returns.

Initiative

Business Acumen

Accounting & Financials

Analytical

Auditing

Knowledge of Regulatory Standards

Technologically Savvy

Exceptional Leadership

LANGUAGES

Hindi

English

Gujarati

Malayalam

- Control and monitor the treasury situation, daily cash management and co-ordinating with Bankers.
- Chasing Debtors to ensure sufficient inflow.
- Monitoring LC and its timely renewals.
- Forecasting the budget feasibility on monthly basis.
- Comparing the budget figure with actual achievement.
- Reporting the Management for any major variation in fund forecasting.

ACCOUNTANT

PAREKH ALUMINEX LTD / Silvassa, India Feb 2008 - Mar 2010

- Purchase Invoice booking.
- Expense Voucher booking.
- Petty Cash.
- LC documentation.
- Import Assistance.
- Supplier Payments & Customer Receipt posting.
- Other works as allocated by Senior.

HOBBIES

- Cricket
- Music
- Movies
- Google

DECLARATION

I hereby declare that information and facts stated herein above are true to the best of my knowledge and belief.

Date :

Place : Sharjah, United Arab Emirates