

RAMANAND SHETTY



EXPERIENCE

Financial Analyst & Chief Accountant V-Tac Technology DMCC -Dubai, UAE
05/2022 –Current

Electrical Lighting & Digital Energy product Company based in Dubai since 2009

- Finalization and preparation of financial statements complying IFRS and month end closure report.
- Prepare monthly and periodic Management Information System (MIS) reports for clients as required.
- Examine sales data, revenue patterns, and key performance indicators to pinpoint areas for improvement and potential growth.
- Prepared financial report, coordinate with auditor, provide notes to accounts, Obtained audited financial.
- Prepared monthly payroll and WPS also prepared employees leave salary and Final Settlements.
- Develop financial models and projections to aid in budgeting, forecasting, and business planning processes.
- Preparation of filing of VAT return and journals ensuring complete, accurate and timely reporting to the Tax Authorities.
- Providing research support to the Senior Manager as and when required.

Senior Accountant & Chief Accountant Data Care LLC - Dubai, UAE 06/2009 to 04/2022

IT, Hardware & Networking Company based in Dubai since 2003

Job Responsibilities:

- Prepared financial statement including Balance Sheet, Profit & Loss A/c and different budgets
- Oversee collection activities, including negotiating with past-due accounts, referring accounts to collection agencies & sending follow-up communication
- Update receivable by monitoring and coordinating the processing of orders delivered daily, including handling transaction such as bank remittances.
- Negotiation with banks for Trust Receipt (T/R's), Bank Guarantees, import-export Letter of Credit (L/C's) retirement.
- Maintained compliance by developing and drafting financial policies & controls
- Review all ledgers for accounts, verify all debit & credit entries and resolve discrepancies on monthly basis.
- Preparation of bank reconciliation statements.
- Perform accruals, maintain supporting statement and working for all accruals
- General Ledger review and ensure GL balances in line with accounting policies and procedures.
- Reviewing day to day credit request from Sales Team across the region and approving the orders.
- Generating and timely invoice to customer or client, verify the accuracy of billing information such as price, quantity, discount, and payment terms.
- Monthly booking of closing entries with respect to accruals, provision, pre-payment, depreciation, bank reconciliation and Inter Company
- Monthly staff cost calculation (Payroll, Provision for leave salary, Gratuity & Final settlement of staff)
- Supervise the whole range of Accounts payable and Receivable Cash Management and P&L Report.
- Handling monthly Wages Protection System (WPS) of staff
- Managing relationships with auditors, bankers, consultants, and other parties
- Approved shipment after verifying all the documents and credit limit of customer
- Reviewing the VAT returns filled with FTA.



CONTACT

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PROFESSIONAL SUMMARY

To pursue a career in Accounts & Finance in a challenging work environment with responsibilities with upgrading, developing, and implementing creative ideas and enhancing my skills with highest quality standard and gaining valuable experience exploiting professional and personal skills while being resourceful, innovative, and flexible.

CORE QUALIFICATIONS

- Proficient in Microsoft Office (Word, Excel, and PowerPoint)
- Tally, Quick Books Accounting Software and capable of adapting new & customized software environment.
- Account reconciliations
- Financial management
- Customer relations
- Financial planning

CERTIFICATIONS

- Tally
- Quick book

LANGUAGES

English:	C2
Proficient	
Hindi:	C2
Proficient	
Kannada:	C2
Proficient	
Marathi:	C2
Proficient	
Tulu:	C2
Proficient	

Financial Analyst M/s. Sewri Consultant Pvt. Ltd - Mumbai, India
08/2005 - 04/2009

Architectural & Engineering Services based in Mumbai, India since 1998

- Prepare accurate and timely financial reports such as performance report, financial statement, feasibility reports, cash flow and MIS for management decision
- Independently handled budgets & rolling forecast for entire business & provide corrective action and analysis for management decisions.
- Ensure proper books of accounts have been maintained for internal & external audits.
- Prepared financial statement including Balance Sheet, Profit & Loss A/c, different budgets, MIS reports and cash forecast
- Monthly review of booking of Accruals, Provisions, Advances, Rental etc.
- Liaison with external auditors in finalization of year end Company accounts.
- Prepare ad hock reports as and when required by management.
- Month end closing and adjustment entries in G/L
- Handles Export-Import L/C Negotiation, document preparation, draft verification, application submission etc.
- Daily Banking operations, dealing with Local & International bank for the L/C transaction.

Executive Finance Account M/s. Choksi Group - Mumbai, India
06/2003 - 07/2005

Manufacturing Company based in Mumbai, India since 1972

- Completing monthly reconciliation of all ledger and sub-ledger and oversaw AP & AR reviewed monthly vendors balance report.
- Supporting management with budgeting, costing and variance reports
- Controlling credit and chasing debt.
- Managed operational finance & liquidity on daily, weekly & monthly basis.
- Successfully implementation of accounting and inventory ERP systems throughout company
- Maintaining and keeping financial information confidential.
- Posted financial data in Excel spreadsheets and managed inventory.



EDUCATION

Bachelor of Degree in Commerce
Mumbai University - India, 2005

Diploma in Computer Application
APTECH Institute - Mumbai

Diploma : Software Programming and System Management
APTECH Institute - Mumbai



PERSONAL INFORMATION

- Date of Birth : 05th April 1981
- Nationality : Indian
- Marital Status : Married
- Driving License : Having Valid UAE Driving License

Thank you for persuing my resume. I hereby declare that the above mentioned facts are true to the best of my knowledge.

(RAMANAND SHETTY)