



RAHUL RAJ R

Location: Kerala, India

E-Mail: raahulraj1@gmail.com

Mob: + 91 9702 656 289

SUMMARY

Accounting & Finance professional with 10 years of hands-on corporate accounting leadership experience with thorough knowledge of major ERP systems & other accounting software's. Proven track record in consistently and effectively delivering accounting services that enhance the company's purpose and profitability. An experienced team player committed to improving overall business processes and building a cohesive business environment by executing new strategies and making changes as required.

Skills Include Strong technical accounting skills; product and valuation control; industry awareness; international work experience; excellent research and financial analysis abilities; in-depth management reporting; developing and implementing financial systems and controls; staff management and development; in-depth knowledge of accounting regulations and standards.

Career Objective: Pursuing opportunities with a company that encourages leadership and progressive thinking while providing a work environment favorable towards furthering professional certifications.

EDUCATION QUALIFICATION

- University Degree in (Bachelor of Commerce) – **Accountancy**

WORK EXPERIENCE

Chief Accountant

Signature Inn Hotel

Dubai, UAE

Dec 2015 – May 2019

Highlights: Worked as Chief Accountant for a Leading Hotel Group managing the Accounts and Finance function of the hotel to ensure the accuracy, integrity, legality, and timeliness of financial reports in accordance with Hotels regulations, standards and procedures, also assisting the Financial Controller in directing the financial activities of the hotel.

Summary of Duties:

- Represents the finance department on the daily department heads meeting with the general manager.
- Manage all phases of Accounts Payable, Receivable and department budget.
- Prepare regular reports and summaries of accounting activities.
- Prepare financial statements and debtors' listings.
- Providing direction to the night audit team to ensure proper revenue reporting.

- Reviewing all ledger details guest ledger, city ledger, and deposit ledgers to validate proper payment and revenue posting.
- Review the postings, payments, revenue, and guest balance reports daily.
- Bills A/R accounts daily and sends the same to guests along with the supporting bills and statements.
- Check customer's credit ratings and Flag accounts as 'Blacklisted' for long outstanding or defaulter accounts.
- Enters invoices into accounts payable system weekly after verifying a purchase order was received from ordering department head and obtaining General Manager's approval.
- Forecasting cash payments and anticipating challenges arising from limited cash flow.
- Ensuring that cash flows are adequate to allow business units to operate effectively.
- Maintain banking relationships and negotiating loans and merchant services for business units.
- Approving all Travel Agent commissions and releasing payments after verification.
- Preparing financial reports and submissions to relevant government entities.
- Ensures all new hire paperwork, benefits, performance appraisals, disciplinary action forms, and other pertinent personnel documents are filed appropriately and maintained in accordance with the company HR practices.
- Preparing and presenting financial reports for meetings and investors.
- Working with executives and business heads to prepare budgets and track profit/loss performance by business unit.
- Providing direction and training to the hotel operational team in areas related to finance, financial reports, internal controls, labor management, payroll, etc.
- Effectively manage the accounting team through respectful communication, clear expectations, relevant training, productive coaching, regular meetings, and appropriate performance management.
- Assist in managing revenues received and dispersed including accounts receivable, accounts payable, payroll, audit, General Ledger reporting.
- Assist with analyzing financial statements on a monthly basis and report any variances to the concerned department heads.
- Assist the Financial Controller with systems administration, G/L account reconciliation, budget preparations, inventories, monthly closings, and full P & L responsibility.
- Assist financial Controller with completing the year-end audit process.
- Review and approve all reconciliation and audit work papers.
- Perform follow-up billing and credit collection documentation and inform the Controller of any potential uncollected accounts.
- Reconcile credit card back-up to General Cashier Summary and inform the Controller of any discrepancies.
- Bill out credit cards (AMEX, DINERS, etc.) and maintain accurate and legible logs for all credit cards.
- Prepare credit card authorizations for American Express, Visa, Master, Diners, etc. and send to vendors.
- Process and follow-up on all returned checks accepted as a cash payment.
- Analyze revenues, commissions, and expenses to ensure they are recorded appropriately on a monthly basis.
- Process payroll or verify payroll dollars and reports.
- Process authorize purchase requests as needed.
- Rotating monthly audits of inventories / Enter final inventory totals into the spreadsheet.
- Any other job-related duties as and when assigned by the Financial controller.
- Compiled hotel and restaurant reports, including Flash, Forecast, P&L Summary, Accounts Receivable Aging, Actual vs Budget Analysis.
- Prepared daily cash deposits and post cash receipts ensuring appropriate accounts receivable and collections.
- Ensured to post and reconcile monthly management fees, reimbursed costs, and hotel and restaurant billings.

- Maintain subsidiary payroll summary registers and reports and assisted in the posting of month-end journal entries.
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Finance & Accounts Lead

Golden Ocean Travels LLC (Br. China & UK)

Dubai, UAE

Sept 2013 – Oct 2015

Highlights: Worked as a Finance & Accounts Lead for a Chinese based Travels & Tourism Company involved in making key decisions that impact the business; got involved with new initiatives, investment appraisals, investigate the feasibility of new revenue streams and generally offer financial and administrative support to the leadership and decision-makers.

Summary of Duties:

- Accountable for Credit Control, budgeting, monthly operating reporting, authorizing capital expenditures, pricing client services, and integrating financial goals and strategies across operations in UAE, China & UK.
 - Managed and directed overall General and Financial Accounting, Fleet administration, and Payroll for the Finance Division, including a team of 60 staff and other non-staffs.
 - Effective management of Groups accounts and billings, ensuring documents and authorizations were maintained to minimize debt, while accurately clearing/reconciling accounts at the end of each group.
 - Identified unprofitable client relationships and assumed a lead role in the renegotiation of contracts.
 - Reviewed unprofitable locations and determined necessary corrective actions ranging from operational improvements to closure.
 - Improved Finance Department productivity and team effectiveness by implementing a restructure over a period including the upgrading of positions, staff movement and redundancies.
 - Build the Annual Operating Plan and maintain rolling forecasts.
 - Coordinate with the finance team to complete assigned accounting tasks within deadlines.
 - Evaluate computerized accounting systems and provide recommendations to the IT team for performance improvements.
 - Analyze financial discrepancies and recommend execute resolutions.
 - Monitor expenditures analyze revenues and determine budget variance and report the same to management.
 - Analyze and Expertise in the reconciliation of Petty Cash, Banks, Receivable & Payables, Recovery & Collections with their respective Accounts and statements.
 - Expertise in dealing with banks for Banking facilities, loans, credit cards, and other various issues related.
 - Assisted with monthly closings and account analysis and supported the Financial Controller (FC) in carrying out the responsibilities of the accounting department.
 - Enhanced the credibility of the finance function by generating accurate and timely reports to the Financial Controller (FC) and the management.
 - Handling Self-Correspondence with all Business Clients, Suppliers and Banks.
 - Collaborate extensively and Liaisoning with internal and statutory auditors during the preliminary and year-end process.
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Senior Accountant

CEIMC FZC, Health Care City

Dubai, UAE

July 2011 – June 2013

Highlights: Worked as Senior Accountant for a Health Care company, Dubai performing and developing the financial well-being of the organization by providing financial and accounting services; financial record keeping and reporting systems; assisting with the maintenance of administrative systems; assisting in the day to day operations of CEIMC, participating cooperatively with the CEIMC team. In conjunction with the management team the position also assists with the development and maintenance of CEIMC organizational and human resource policies and procedures; liaise with the Administrative Officer, Service Development Manager – HR, other staff and Board Members.

Summary of Duties:

- Enter all income and expenditure transactions into the accounting system and reconcile all banks, control and other accounts.
 - Prepare financial reports and statements schedules, including debtors and creditors, and ensure all accounting requirements up to and including trial balance, are complete.
 - Preparation of Accounts Receivables and Accounts Payables process banking: including deposits and daybook.
 - Preparing and maintaining payroll administration with Junior Accountants and HR department.
 - Examine, preparing various Consolidated statements, Aging analysis reports; Reconciliation of banks, various accounts and customers.
 - Assist with implementing and maintaining internal financial controls and procedures.
 - Disseminate Credit Card statements to cardholders for reconciliation and check receipts and reconciliations upon receipt.
 - Under the direction of the Chief Financial Officer (CFO), assist with preparation and renewal of legal, financial and organizational agreements and arrangements.
 - Manages organizes and participates in all the meetings, conferences, education, project team activities and training workshops organized by the centers.
 - Assist with the organization and control of the ordering, purchase, and maintenance of office equipment, supplies, and stationery, deal with correspondence - including the writing of return correspondence.
 - Maintaining General Ledger and verifying and posting all journal entries. When necessary, carry out any other duties assigned by the Management of the Finance Division.
 - Attend all relevant internal and external meetings that assist with the development and maintenance of CEIMC's organizational and human resource policies and procedures.
 - Carry out other duties commensurate with the position, as may be determined by the Chief Executive Officer (CFO).
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Accountant

Kaifeng General Trading LLC

Dubai, UAE

Mar 2009 – May 2011

Highlights: Worked as an Accountant for a Chinese based FMCG company overseeing Accounts, sales & purchasing (Imports & Exports). Gained significant supervisory experience in directing team and coordinating accounts for secured financial operations through monitoring and approving financial processing, reporting, and auditing.

Summary of Duties:

- Reviews and audits payroll, accounts payable, receivables, grants, utility billing, cash receipts and reconciles sub-ledgers to the general ledger.
- Demonstrated ability to manage, and lead through a day-to-day relationship with key client contacts.
- Supervises accounting technical and clerical staff.
- Performed sales activities on major accounts and negotiates sales price.

- Negotiated, verify and handled import/local purchases and exports from and to various parts of countries.
 - Maintained cash flow by monitoring bank balances and cash requirements.
 - Approved cash disbursements by verifying check amounts against invoices, authorizing checks and wire transfers.
 - Handled and prepared accounts payables, accounts receivables and other consolidated reports related to accounts and sales.
 - Delegated responsibilities and duties to the team in preparing audit-related reports, sales reports, and presented results in both formal and informal settings.
 - A supported annual audit by providing information and answers to auditors.
 - Identified team and project needs while remaining open to considering multiple points-of-view.
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TECHNICAL SKILLS

- ERP (VISAAC), MICROS, OPERA, Tally ERP 9, QUICKBOOKS, SAGE, FACTS,
- Microsoft Office (Excel, Word, Outlook, PowerPoint)

SOFT SKILLS

- Communication, Decision making, Time management, Problem-solving, Business acumen

PERSONAL DETAILS

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| • Name | : Rahul Raj R |
| • Passport No | : N0641414 |
| • Date of Birth | : July 17, 1984 |
| • Gender | : Male |
| • Marital Status | : Married |
| • Nationality | : Indian |
| • Languages Known | : English, Hindi, Malayalam, Arabic |
| • Driving License | : Indian, UAE |
| • Skype | : raahulraj1 |