



Rajkumar R Varma

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Career Objective

To work in a challenging and Dynamic environment which gives me an opportunity to add value to the company and enhance my knowledge. Having 12 years and 6 months of UAE experience in **Accounts receivables and Payable** management.

Introduction

- Well versed in ERP packages, Accounting Packages and MS Office Application.
- Preparation of VAT as per the quarterly submission.
- Accounting works done both manually and computerized.
- Driven to succeed; a valuable addition to a forward-thinking company with strong opportunities for progression.
- Accounts Receivable and Payable handling and daily balancing of cash.

Skills

- Customer Acquisition & Complaint Handling
- PowerPoint Presentation
- Inventory Management

Employment History

From Nov 2012 till date

Since Nov'12: Al Talib Shipping Company, Dubai as Accountant General

- Accountable in processing supplier's payment s including reconciliation of suppliers/clients accounts.
- Tracking debtors for on time funds remittances; coordinating with various suppliers.
- Maintained general ledger, Bank reconciliation, Inventory accounting.
- Keeping track of all payments and expenditures, purchase orders, invoices, delivery notes and statements.
- Preparing and submitting costing reports to management
- Reconciling processed work by verifying entries and comparing system reports to balances.
- Reconciling bank statements according with the accounting records.
- Processing payroll for labours and staffs.
- Booking bank, cash, post dated cheques payment vouchers of all suppliers.
- Preparing petty cash vouchers for different sites.
- Paying vendors by scheduling pay checks and ensuring payment is received for outstanding credit; generally responding to all vendor enquiries regarding finance.

From Nov 2009 - 2012

June'09- Oct'12: Al Maya Group, Dubai as Receivable Accountant

- Posting customer payments by recording cash and cheque transactions.
- Performing day to day financial transactions, including recording accounts receivables data and preparing invoices.
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.
- Verify discrepancies by and resolve clients billing issues.
- Facilitate payment of invoices due by sending bill reminders and contacting clients.
- Generate financial statements and reports detailing accounts receivable status.

From Nov 2007 - 2009

Since April 07- May 09: Bumga FZCO, Dubai as Junior Accountant

- Shouldering the responsibility of assisting the accounts team in managing their payables.
- Maintaining a listing of accounts payable, the general ledger, updating vendor files and file numbers.
Creating and maintaining positive relations with external vendors through ensuring timely processing of payments
- Processing of Accounts Receivable (AR) invoices, credit notes and reconciliation of customer accounts
Coordinating and following-up with customers for the collection of overdue/long outstanding accounts; participating in debtor reconciliation and inquiries.

From Nov 1994 –2007

Since April 94- March 07: Muthoottu Mini Financiers LTD as Asst.Manager

- Shouldering the responsibility of assisting the manager in managing their day today activities.
- Maintaining a listing of accounts payable, the general ledger, updating vendor files and file numbers.

Education

- **B com Degree** from University of Kerala , India in 1987.
- S.S.L.C. from Government High School, Kilimanoor, Trivandrum,Kerala

Software

- Microsoft Office (Excel, Word & PowerPoint)
- Tally (ERP-9)
- QuickBooks
- JD

Personal Details

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|---------------------------|---|--|
| • Date of Birth | : | 2 nd April 1967 |
| • Languages Known | : | English, Hindi and Malayalam |
| • Nationality | : | Indian |
| • Driving License Details | : | India |
| • Passport Details | : | Passport No. –P2859546,
Issue Date – 15-09-2016
Expiry Date – 14-09-2026 |

- Marital Status : Married

Declaration

I hereby declare that the above written particulars are true to the best of my knowledge and belief.