**Umesh Rawat **

114, Bin Fahad Building, Damascus Street, Al Quasis, Dubai, UAE.

**Mob #** +971502956494

**E-mail**: [umesh.rawat10@gmail.com](mailto:umesh.rawat10@gmail.com)

**Date of Birth:** 22 March 1988 **Visa Status:** Long term Visit Visa, valid till mid June 2015

Currently, seeking a position for Accountant with a professional Organisation in UAE in any sector. I have 4+ years of the Accounting experience in various business sectors such as Manufacturing, Trading, Financial Services, Travel, Healthcare and Consulting companies.

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| **Summery Profile** |

* Detail-oriented, efficient and organized professional with extensive experience in various Accounting & ERP systems (SAP, Tally, Quick Books, FS).
* Experience to accounting data entries, account verifications, generating Trail Balance, Balance Sheet, Profit & Loss Accounting, Project Costing, and Auditing.
* Experience to work closely with the CFO/Finance Manager’s for MIS, Cost Analysis, Organisation Sales, Operational & Financial reporting
* Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
* Independently handled Financial Accounting, Procurement, Stocks & Inventory Management
* Resourceful in the completion of projects, effective at multi-tasking.
* Excellent written and verbal communication skills.

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| **Achievements** |

* 2014 Altitude Award – Gold Winner
* Awarded **“Employee of month”** (**4 times**) for excellence in performance.

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| **Professional Experience** |

**Eclerx Services Pvt. Ltd. (**[**http://www.eclerx.com**](http://www.eclerx.com)**), India Oct. 2011 to Nov. 2014**

**Designation: Senior Analyst (A&F)**

Organisation was into Financial Services & Cost Basis Remediation Outsourcing for the nationwide & International companies.

**Key Responsibilities:**

* Manage the financial Accounting entries – Sales, Purchase, Inventory, Bank, Cash
* Maintain client wise monthly billing sheet.
* Preparing monthly accrual and outstanding receivable bills.
* Month end and Year end Trail Balance, Balance Sheet & Profit & Loss Accounting
* Reconciliation – Bank, Cash, Inventory
* Audit – Inventory, Sales & Purchase
* MIS / CFO Analytics & Reporting
* Keep a tab on upstream reports to ensure exact data flows into Cost Basis Reporting Engine, (across all Investor Accounts).
* Calculating Capital Gain/Loss for client portfolios using costing methodology like FIFO, LIFO, Averaging & Least Gain.
* Rectification and Reconciliation of systems with data from tax documents submitted by clients.
* Identifying and updating client portfolios as per changes due to transactional adjustments, and corporate action activity, and related systems and processes.
* Ensuring accurate capture of Covered and Uncovered securities across all investors accounts.
* Executing internal & external client requests for transfers of Accounts & Securities.
* Understanding &analysing the inadequacy in the system for its improvement & report the Post result and issues to SME and Managers.
* Train new employees and ensure training material/documentation is kept current.

**InfoNet Network System (I) Pvt. Ltd., India July.2008 to July 2009**

**Designation: Accountant**

Infonet was into Infrastructure, Projects, Data Centre and IT Outsourcing Company spread across 8 Cities in India.

**Job Profile:**

* Internal Financial Auditing of Branch offices.
* To monitor customer account details for non-payments, delayed payment and other irregularities.
* Monitored and recorded company expenses.
* To research and resolve payment discrepancies.
* Handling Petty cash on daily basis.
* Auditing, Data Entries & Approving of Invoices, payments, bank transactions before entering in SAP and tally.
* Bank and Branch reconciliation in SAP.
* Financial In charge for Delhi and Pune Branch offices.
* Managed payroll function for the employees.

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| **Summer Internship** |

**Organization :** Share khan Limited, Mumbai

One of the largest financial equity company in India.

**Duration :** 2 Months (1st June - 30th July, 2010)

**Project Title :** ‘Fundamental Analysis of Automobile Sector’

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| **Educational Qualification** |

* **Master in Business Administration (MBA) - Finance** **2011**

PDVVP’S IBMRD – University of Pune

* **Bachelors in Finance (BAF) 2008**

University of Mumbai

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| **Technical Skills** |

* SAP FICO
* Microsoft-CIT (MS- Word, Excel, PowerPoint)
* Tally 9.0
* Quick Book
* Other Financial Packages

**References:** References can be provided on request.