

# RAIJO GEORGE

Accounting and Finance Professional

Kerala, India

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## Highlights

- 18 Years of Experience in Accounting and Finance.
- Experience in Budgeting, MIS and Statutory Compliance, Payroll Management, Account Payables, Treasury etc.
- Working Knowledge in SAP FICO – Version ECC 6.0 (ERP implementation experience)
- Working Knowledge in Microsoft Dynamics AX 2012 (ERP implementation experience)
- Working Knowledge in Tally–Accounting Software
- Good Knowledge in Microsoft Word and excel.
- Excellent Communication in English, Written and Verbal.

## Personal Details

- **Date of Birth:** 24-11-1981
- **Sex** : Male
- **Nationality** : Indian
- **Marital Status:** Married

## Passport Details

- **Passport No** : U5180414
- **Expiry Date** : 09-02-2030

## Languages Known

- English
- Hindi
- Malayalam
- Tamil

## Carrier Objective

Seeking suitable assignments in Finance & Management Accounts with a high growth-oriented organization to explore my professional/educational abilities and background.

## Professional Experience

- ❖ **Deputy Manager(Accounts & Finance)**-Elite Foods Pvt Ltd, Cochin, Kerala, India (March 2022 to till date)
- ❖ **Assistant Manager Accounts** –Modern Food Enterprises PVT LTD, Cochin Kerala, India (April- 2017 to April -2020).
- ❖ **Manager Accounts** – Manjilas Food Tech Private Limited, Thrissur, Kerala, India (March- 2010 to March -2017).
- ❖ **Accountant** – Atlas Trailers & Equipment Mfg. Industries, Sharjah, U.A.E (June - 2008 to August -2009).
- ❖ **Accountant** – Pep Clothing Co., Tirupur, Tamil Nadu, India (April - 2005 to June -2008).
- ❖ **Accounts Assistant** – TESCO, Bangalore, India (November - 2003 to March -2005).

## Duties and Responsibilities

- Monthly Closure of Books.
- Bank reconciliation
- Preparation of Costing end to end process
- Fixed Assets Management & Capital Expenditure accounting & Controlling
- Handling Internal & External Audit
- MIS Reports – Monthly Cash Flow, Weekly Reports etc., P & L & Balance Sheet
- Direct & Indirect Taxation-VAT, GST, Central Excise, Service Tax, TDS, TCS etc.
- Preparation and Finalization of Final Accounts
- Customer Outstanding – Segment Wise Analysis & Review.
- Vendor Ageing Analysis and Vendor Payments
- Scrutiny of the Vendor heads and escalation to the abnormalities on a monthly basis through proper reports [like long pending advances/unsettled

- Formulation and maintenance of the internal control procedures which will ensure timely accurate and efficient payment process with respect of accounts payable function with due regard to statutory and other legal compliance
- Detailed measurements and explanations to all the variances of Budget, Forecasts, prior year.
- Developing of AOP and LE on annual and monthly basis along with support of senior management and Variance Analysis
- Software (Microsoft dynamics AX 2012) support to the users.
- Preparation of Project cost Reports.
- Customer Outstanding follow-up, Segment wise analysis & Review
- Preparation of Cash Flow Statements.
- Preparing invoices.
- All statutory Payments.

## **Educational Qualification**

- Post Graduate Diploma in Financial Management, Indira Gandhi National Open University, India
- Diploma in Management, Indira Gandhi National Open University, India
- B.Com. (Income Tax) in the year 2003 from Calicut university, Kerala
- B.Com. (Co-operation) in the year 2004 from Calicut university, Kerala
- M.Com(Accounting & Finance) from Annamalai University, Annamalai Nagar

## **Competencies Overview**

### **Accounting Operations**

- Handling preparation of accounts, financial reports that showcases & anticipates the organization's financial position to ensure proper accounting and reporting.
- Handling Regular booking of Invoices, Invoice Verification and Payment processing through SAP and Microsoft Dynamics AX 12 systems
- Handling Fixed Asset Accounting, Depreciation etc.
- Handling preparation of MIS reports and reconciliation statements as well as undertaking analysis to key indicators to assist top management.
- Involved in receivables planning on a monthly basis and coordinating with all the executives for sending reminders letters to customers.
- Handling of reconciliation of GL and Stock in SAP & Microsoft Dynamics AX12

### **Budgeting, Costing, Inventory, Capital Expenditure**

- Preparation of Budget in line with company goal lines.
- Working capital management and planning for cash flows.
- Variance analysis and giving inputs to plant management for the deviations.
- Raw Material variance analysis and product mix analysis.
- Costing of New products & feasibility check for new proposals.
- Management of inventory & inventory Valuation
- Active member in implementation & monitoring committee of cost cutting proposals.

### **Statutory Compliances/Taxation**

- Ensuring compliance to the govt. rules and regulations as laid down by statutory authorities' viz. Income Tax Dept, Service Tax, Sales Tax, PF, GST etc.
- Timely filing of TDS deduction of contractors, salary, professional, Service Tax, Sales tax returns and filing of quarterly e-TDS.
- Liaising with Government Departments, Banks & Financial Institutions as well as implementing Internal Control Standard in compliance in line with company policies and requirements.

### **Receivable / Payable Management**

- Preparation and Follow up of Bills receivables after invoicing to debtors, conducting ageing analysis with an aim to keep receivables under control.
- Ensuring that all payments are made to suppliers within the stipulated time frame and managing accounts payable within the pre-set parameters.
- Conducting ageing analysis of the payables to understand the paying pattern and devise effective accounts payable policies
- Maintenance of creditors Ledger, tender opening, preparing comparative figures and analysis of tenders and concurring proposals related to Service Contracts.
- Managing overall activities encompassing preparation and following up of Accounts Payable as preparation and follow up of purchase orders for Accounts Payable.

### **Declaration**

I hereby declare that all the information given above is true to the best of my knowledge and belief.

Place: Cochin

Date:

RAIJO GEORGE