

RAGHU

## CURRICULUM VITAE



JOB RESPONSIBILITIES - Assistant Accountant & Public Relations Officer



- CONTACT ADDRESS



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**Nationality:** Indian

**YOB:** 1982

**Gender :** Male

▼ - **Dubai Deira** - UAE- Near Naif Nakheel center



- **Visa Status:** Visit Visa



- Holds a valid UAE driving license.



## Career Objective

Seeking a challenging position in a progressive organization, where my experience & skills will significantly contribute to the overall success of the organization & provide opportunities for my career growth & Especially toward **Accounting Assistant and / Public Relations Officer**

## Career Summary

Detail-oriented **Accounting Assistant, / Public Relations Officer** offering **10+ years** of experience in accounting and PRO roles. Skilled in account reconciliation, report drafting and collections. Industrious and meticulous with strong history of integrity and reliability. Adept at managing budgets, payroll, invoicing and all other general accounting functions in diligent and quality-driven manner. Progressive experience in collecting and giving regular updates on all work and migration standards to keep HR well informed and new visa submissions, renewing workers & dependents visas, updating trade licenses, acquire visas from different embassies, coordinating with staff, and scheduling appointments. Strong ability to manage multiple assignments efficiently while meeting tight deadline schedules. Hands-on experience in collecting monies, accompanying customers to their destinations, with the ability to complete financial data and information data collection accurately. Solid understanding of strategies for building a strong client base, & systems that facilitate consistent follow-up and foster customer satisfaction.

- **Public Relations Officer**
- **Accounting Assistant**
- **Business Development**
- **Customer Service**
- **Time Management**
- **Process Implementation**
- **Quality Compliance**
- **Tally 7.2 & 9, Focus. VIGIL, MS Office Suite.**

## Gulf Employment Experience - 9 - years

### Golden Tools Trading L.L.C.

**Aug 2015 to Oct 2019**

#### **Assistant Accountant – Local Purchase - DIP-1 JEBEL Ali -**



##### ❖ Job Responsibilities:

- **WE ARE SUPPLIER TO ALL UAE CAREEFOUR HYPERMARKET, LULU HYPERMARKET CENTER, MADINA MALL**
- **SUPER MARKET, UNION CO-OP, SHARJAH CO-OP SOCIETY & EMIRATES CO-OPERATIVE SOCIETY**
- **SHARJAH COOP SOCIETY, AJMAN CO-OPERATIVE SOCIETY.**
- Responsibility of postdated cheques (receivable) and follow up payments According to credit terms & conditions.
- Deposit the cheque and follow up bounced cheque up for clearance and preparation of company related statements and sales commission for sales executives & verification.
- Stock checking for every year ending, maintaining stock position and reported to the management.
- Preparation journal day to day transactions and positing to related ledger (manual & computer)
- Assisting chief accountant for preparation of trial balance and final accounts & maintaining petty cash.
- Preparing the statement for every customer for every six months with aging analysis and submit the report.
- Preparation of quotation with job designing and assist to the sales executives.
- Communicate with all customers to execute the confirmed order and solve if any problem in site.

### Niagara Trading (L.L.C)

**Sep 2012 to Dec 2014**

#### **Assistant Accountant**



##### ❖ Job Responsibilities:

- Preparation of invoice and delivery note.
- Preparation of sales and collection reports monthly wise.
- Maintaining cash and day books.
- Maintaining the purchase & sales book. Preparation of Invoice.
- Monitoring bank transactions. Handling petty cash accounts.

### Khalid & Mahmood Trading Co (L.L.C)

**Aug 2008 to July 2011**

#### **Assistant Accountant & PRO**



##### ❖ Job Responsibilities:

- Collect and give regular updates on all work and migration standards from the government offices to keep the HR office well informed of any changes in procedures and rules.
- Submit, follow-up and gather all new work and business visas to guarantee that the visas are handled and processed on time.
- Renew, update and keep up all workers and their dependents' visas and work contracts on time to guarantee that the organization's records are up to date in the labor and Immigration Departments. Send notification to employees on required documents before their visa expires.
- Accurately prepare and process required legal documents like rent contract attestation in government agencies such as Ministry of Economic, Ministry of Finance, Customs, Court, Chamber of Commerce, Traffic Department and Municipality.
- When the need arises, represent the company at different offices like Airport Embassies, Police Station, Ministries/Municipalities and other Government Departments.
- Deal promptly and productively on general inquiries about PRO functions
- Assist the office in determining any issues identified with organization vehicle registration and renewals
- Acquire visas from different Embassies in UAE for staff members for business-related travels
- Knowledgeable enough on the process of getting residency permits etc.
- Maintain database of all passports and residence visas by scanning all Documents and directly updated.
- Experienced in personal data management of staffs, creation and, update of personal files around 50 – employees

**Arockiasamy & Raj, Chartered A/C - India - Chennai - Jul 2006 to May 2008**



## Assistant Auditor

### ❖ Job Responsibilities:

- Carried out Internal audit of Non-Government Organizations, Educational trusts Dairy companies, the exertion involved voucher checking, stores verification, and finalization of Balance Sheet and Income and Expenditure statements.
- Preparation of revenue accounts of the trust, calculation of interest on investments and Finalization of accounts of the Trust.
- Handled Income –Tax calculations, preparation of returns and Tax deducted at source certificates for individuals, mutual benefit trusts.
- Preparation of Bank Reconciliation Statement, Profit and Loss account, Balance sheet, Notes to balance sheet, schedules,
- Physical verification of Cash, Fixed Assets and Inventory.
- Creating and maintaining files. Drafting letters.
- Sending reminders / e-mails to clients regarding pending payments.

## Education and Credentials



### Master of Business Administration – MBA (HR/Finance)

2006 - Hans Roever College of Perambalur, Affiliated to Bharathidasan

## Skills Summary

### + Computer and IT Skills:

- Microsoft Office (Word, Excel, PowerPoint)
- Data Entry – Fast Typing
- Internet and Research
- All Operation System



### + Languages:

- English – Good
- Hindi
- Arabic – Basic
- Tamil, Malayalam



### + Strength:

- Strong verbal and written communication skills
- Self-motivation and honesty
- Ability to network with clients at every level
- Excellent communication skills written & verbal
- Ability to persist with a task until objective is achieved
- Strong and quick acquiring of new technologies

## References

**Available upon request**