

REXY SARA RAJU

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WORK EXPERIENCE

Accounts Manager

UZOSHI LABS INC.

Scarborough, Ontario.

June 2023 – Present

- Regularly communicating with clients to provide updates on project progress, product releases, and relevant industry news.
- Ensure the timely and successful delivery of our solutions according to customer needs and objectives
- Serve as the lead point of contact for all customer account management matters.
- Build and maintain strong, long-lasting client relationships.
- Negotiate contracts and close agreements to maximize profits.
- Develop trusted advisor relationships with key accounts, customer stakeholders and executive sponsors.
- Addressing client inquiries and concerns promptly and professionally.
- Collaborating with other departments to create annual budgets and financial forecasts.
- Monitoring actual financial performance against budgeted figures and providing explanations for variances

Assistant Accountant

NATIONAL BUILDERS

Kochi, Kerala, India

Feb 2019 – May 2023

- Accurately entering financial data into accounting software or spreadsheets, including invoices, receipts, expenses, and payroll information.
- Managing accounts receivable, which includes invoicing clients, tracking payments, and following up on overdue accounts.
- Reviewing and tracking employee expenses, ensuring they comply with company policies, and processing reimbursements.
- Reconciling bank statements by comparing them to company records, identifying discrepancies, and resolving any issues.
- Preparing various financial reports, including income statements, balance sheets, and cash flow statements, to assist in decision-making.
- Collaborating with other departments and team members to gather financial information and communicate financial data effectively.

SKILLS

- Excellent Team player, quick learner, and hard worker.
- Good Problem-solving and decision-making abilities.
- Effective communication and interpersonal skills.
- Good adaptability and flexibility in a fast-paced retail environment.

LICENSE & CERTIFICATIONS

- **Smart Serve** – valid till July 26, 2028
- **Security Guard License** – 11443878-Valid till Aug 2, 2025

EDUCATION

- **Bachelor of Commerce** – May 2017
Manonmanium Sundaranar University, Tirunelveli, Tamil Nadu