

**SAJAN RAJU**

Doha, Qatar.

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Sajan Raju
Chief Accountant
Doha, Qatar.

Dear Sir / Madam,

This is my modest request to you to consider my mail as an application for Accounts & Finance position in your esteemed organization.

Offering experience of over 13 years in Finance & Accounts Management, with highest qualification as PG in Master of Business Administration (Specialized in Finance & HRM).

At this stage I find myself to be groomed enough to look outward and explore the possibility of placement at a suitable professional position with higher responsibilities. A tour through my enclosed resume shall familiarize you with the details and I am confident, in my credentials, you would find a perfect fit for the said job. Thanks in advance for sparing your time.

Shall much appreciate a call for personal interview.

Yours sincerely

Sajan Raju

SAJAN RAJU

Contact: +974 50830720 | Email: sajan.rajuad@gmail.com | Visa Status: Residence Visa (Transferable) with NoC | Availability: Immediately Available to Join

Chief Accountant:

Seeking a creative, competitive, challenging and growth oriented position in Accounts & finance department enabling me to use my potentials effectively. To work in a challenging environment where I can productively contribute to the organizations success and take advantage of the skills and potentials. Would like to take up challenging responsibility which would give scope to improve & excel by hard work and determination and to be a member of a professionally managed organization, which provides challenging opportunity for my growth as well.

CAREER SKETCH (Highlights)

- Spearheaded efforts across **Gastronomica Company WLL, Crowe Horwath International & Al Reyami Group**
- Significant experience of over 13 years, currently designated as a Senior Accountant involved in various domains such as Financial and Business Analysis; Bank reconciliations, Accounts payable & Accounts Receivable, Salary Payroll Management, monitoring banking transaction, preparing daily sales, cash flows, monthly MIS & CEO reports, annual budget, Invoicing, Food cost & staff cost calculation, Inventory checking and Finalization of Accounts.
- General Accounts, Vendors and Suppliers, Customers & Clients, Bank Related Cash Flow, Payroll, Petty Cash, Budget & Forecast, Office Administration, Audit and resource balancing skills with ability to handle multiple functions and activities in high pressure environments.

PROFESSIONAL EXPERIENCE



Gastronomica Company WLL; Doha, Qatar since January 2017 till Present

Senior Accountant – Burger Boutique

Achievements, Duties & Responsibilities:-

- Significantly reduced costs & implemented cost control measures.
- Implementation of Software migration of ERP from Tally ERP 9 to SAP Business ONE.
- Implementation & Installation of Bio-metric Attendance system.
- Reduced Overtime hours, workers timesheet cut off from 45 to 15 days & time gap of paying salary.
- Reduced Food Cost margin by 6 percentages without compromising on quality.
- Reduced Rental Costs by 12 percentages.
- Reduced Prime Cost & Increased EBDITA Margin by implementing various cost control measures.
- Introduced WPS Online Salary Transfer & Supplier payments through online Banking.
- Prepared Budget and ensured that the Actual Cost is under control & the Sales targets are achieved.
- Generated Income from other sources and Cost of Wastages, resources.
- Reduced fuel cost and Introduced Automated fuel filling system with Woqod and reduced paper works.
- Monitoring & Supervising the activities and duties of Accounts, Purchase & Stores Team and Reporting to Corporate Head Office.
- Prepare and monitor various reports like CEO Report, MIS Reports, Financial & Accounting Analysis Reports, Sales Analysis Report, Purchase analysis Reports, Daily Sales Report, and other Historical & Comparison or Variance Reports required by the Management.
- Payroll Management & Monitoring Petty cash of Head Office and Outlets. Conducting cash and inventory audits within Gastronomical restaurants and warehouse.
- Reconciliation of all bank accounts including credit card settlement and supplier accounts.

- Preparation of payment vouchers and cheques for all inventory suppliers, rent, utilities and other standard payments as per credit terms.
- Compilation and preparation of monthly payroll, which includes collection of staff attendance records, distribution of pay slips, leave calculation, EoSB or Gratuity calculation.
- Liaising and or following up with other functional and operational teams and external agencies which include banks and government departments.
- Updating and maintenance of Asset Register, Asset Capitalization, Depreciation Run, etc. in SAP.
- Providing supervisors with historical information and accurate financial reports as and when requested.
- Ensuring all entries and adjustments, Intercompany transactions are passed for Monthly end Book closing.
- Assisting the Finance Manager in accounting and year end finalization/audit etc.
- Interacting with internal and external auditors in compiling audits, and filing of Tax Audit.



Horwath Mak International, Dubai, United Arab Emirates, Since September 2015 to May 2016 Senior Accountant – General (Accounting & Auditing)

General Accounting:

- Handling accounts, banking & finances of Various Groups of Company.
- Preparation of Trial Balance, Profit & Loss A/c and Balance Sheet.
- Maintaining Journal, Ledger, Petty Cash Book, Profit & Loss Account, Income & Expenditure Account, Finalization of Account, Balance Sheet, Budget, Payroll, Sales concerns.
- Maintaining All Books of Accounts, Bank Book, Cash Book, Sales Register, Purchase Register, Ledgers, Journal Register, Debit Notes and Credit Notes.
- Handled the complete accounting cycle, including opening, posting entries and closing of accounts and preparation of various accounting reports.
- Checking the accuracy of all Invoices / Memo / Vouchers (Cash/Debit sales, Cash / Credit purchase, Expenses, Receipts & Payments).
- Accurate and timely accounting and posting of entries for supplier payments, travel expenses and other overheads.
- GL Maintenance, Reconciliation of Bank Accounts, passing necessary entries for month end closing of books of accounts.

Auditing:

- Provide necessary information and explanation to auditors for the auditing of accounts of various companies; assist the audit staff for interim audit etc.
- Preparation of various schedules as required by the Auditors during Interim / Final Audits as per IFRS standards. Proper filing & documentation of all invoices and documents.



Al Reyami Group: United Arab Emirates, Since February 2007 to July 2015 Senior Financial Accountant – General (Accounting, Banking & Finance)

Financial Accounting:

- Preparing the MIS Reports, Personal Files, Cash & Fund Flow Statement, Balance Sheet, and other financial reports to keep track of financial performance.
- Audits contracts, orders, and vouchers, and prepares reports to substantiate individual transactions prior to settlement. Applies principles of accounting to analyze financial information and prepare financial reports.
- Update and maintain accounting journals, ledgers and other records detailing financial business transactions (e.g., disbursements, expense vouchers, receipts, accounts payable).
- Compile data in MS Excel make receipts and prepare a variety of reports.
- Reconciles records with inter-company ledgers and enter GL transactions.
- Making monthly salary and commission statements of Sales executive and Update and maintain accounting journals, ledgers and other financial records detailing financial business transactions.
- Excellent in handling, Financial Statements, General entries & financial system.

Banking:

- Banking Transactions including handling of cash & cheques, Letter of Credit, Coordinating with Trade Finance, Bank Guarantees, Bill Discounting, Bank Installments, Account opening, deposits & withdrawals, etc.
- Monitoring Banking transaction, preparing daily cash flows and arranging of funds where needed.
- Performing daily collection of cash or cheque from clients & depositing into the bank.
- Conduct Bank reconciliations, maintaining all the documents related to bank and transfer entries.
- Contact the bank for the financial related issues.
- Perform accounting of all Payment & Receipt vouchers, such as bank payments, receipts and reconciliation of all bank accounts. All Cheque details (PDCR / PDCP).
- Accountable for regular clearing of statutory dues & period expenses of Banks and other Financial Institutions.

Budgeting & MIS Reports:

- Preparing Annual budget, monthly cash budget and analyzing at the end of specified periods.
- Deftly handling the financial reporting process by providing periodic financial data on an accurate and timely basis.
- Involved in Financial Planning and Forecasting, handling the fiscal year planning process by providing historical data and trend information for review. Inputs plan into firm's planning system and distributes final plan to functional management.
- Preparing periodic reports and system downloads for further review by top Management, statement of Cash-in-flows and Out flows, as well as various ad-hoc reports as needed.
- Preparing Sales forecast, maintaining salespersons monthly invoice details, preparing and releasing salespersons commission periodically.
- Good knowledge of MIS reports includes Accounting Reports, Inventory Reports and Payroll Reports.

Accounts Payable & Accounts Receivable:

- Reporting the management with daily collection & payment reports.
- Maintain Accounts Receivable & Payable ledgers, checking, verifying and posting supplier/sub-contractor invoices.

Accounts Payable

- Accounts payable, releasing of cheques according to available of fund and terms of payment.
- Checking accounts payable to ensure completeness of recording liability in time.
- Prepare creditors statement of accounts and Ensure that all accounting entries are done under the correct heads.
- Perform the monthly reconciliation of the suppliers; make sure that all the payments that are due are paid to ensure the uninterrupted services from Suppliers and keeping good relationship with them.

Accounts Receivable

- Reports projects collection status on monthly basis, show variances and comparison between actual and projected.
- Manage AR Management, monitors both unbilled and billed receivables to ensure timely billing and collections, as well as the opening and closing of engagements.
- Assists in collection by receiving cash, cheques and issues receipts within credit control policies to ensure that Collection targets are met.
- Suggest and coordinate with the higher management for new technique to improve the credit control system.
- Closely coordinate with the Legal Department and with the lawyer for any record assistants required by time to time.

Cash Management:

- Maintenance of both Petty & Main Cash.
- Maintain cash transactions, follow that cash vouchers are supported by proper documentation and regularly reconcile physical cash and maintain petty cash accounts.
- Responsible for cash management in the safe, Contact bank in case of financial issues.
- Responsible for travel expenses, petty cash, and entertainment expenses.
- Maintain foreign currency and account for exchange / expense for the same.
- Maintain full accountability for office & outlet petty cash account.

Payroll Management & HRM:

- Good knowledge of Payroll Management (Attendance, Time Sheet, Leave Reports, Employee masters, Pay head settings, Pay head Earnings, Pay head deductions, etc.).

- Timely Disbursement of Staff & Management Staff's Salary and Workers Wages through Wage Protection System (WPS).
- Arranging Cash, Checks & Fund Transfers required and get it approved from Top Management and submit the same to the Bank & Financial Institution for Salary transfer.
- Processing of employee expenses and reimbursements thereof.
- Computes wages, bonus, incentives, allowances, commissions, leave pay and gratuity payments.

Job Costing:

- Reports projects collection status on monthly basis, show variances and comparison between actual and projected.
- Monthly and daily check of all jobs to ensure revenue generation.
- Job account reconciliation with the budgeted profit and actual profit of each job and closing the job accounts.

Book Keeping (Computerized & Manual):

- Booking of suppliers invoices, entering of fixed assets in the books of accounts.
- Verification of Financial Statement figures with Books of Accounts.
- Invoicing and revenue adjustment entries (Debit & Credit Notes).
- Identification and subsequent Posting of unmatched entries.
- Making Invoice, ensuring that all the expenses that have been incurred for a specific client have been billed back, and keep a copy of invoice delivered to the customer with their receiving signature.
- Prepares accounting vouchers and update proper double entry accounting records as approved policies and procedures by the management. And enters data into computer system using Microsoft Excel & ERP Accounting Software.

Team Management:

- Organizing, motivating and leading the Accounting team for smooth operations.
- Monitoring the combined performance of the team and ensuring that everyone reaches their targets.
- May direct and coordinate activities of other accountants, assistants & trainees performing accounting and bookkeeping tasks.
- Coordinating with other Department Head & staffs for the smooth functioning of Day to Day activities.

Insurance:

- Arranging various types of Insurance for Employees, Machines & Equipments.
- Documenting and Recording the same for accounting purpose.

Purchase & Inventory:

- Prepare and conduct accounting of LPOs for local purchase and common office requirements approved by concerned authority and to ensure that it is recorded in accordance with companies' policy.
- Coordinating with the store and customers for the delivery of items on time.
- Vendor management including payment terms documentation and ageing reports.
- To check whether internal control procedures are complied with like, [MRN (Materials requisition notes) Making P.O (Purchase Orders) GRN (Goods Receipt Note) GRV (Goods Returned Voucher) D.O (Delivery Order) and Invoices].

JRG Securities Ltd, Kochi, India. Since September 2005 – October 2006 Trainee - Management & Accounts:

- Opening De-mat accounts for share holders / creating user Ids for the staff.
- Providing dedicated and personalized service to High Value Corporate Customers.
- Building new corporate customer tie-ups & assisting hosting of Company events for high value customers.
- Coordinating & Managing Meetings between top Management & High Value Customers.
- Assisting in promotion of the existing / new shares of the Companies. Preparing presentation for product launches.
- Coordinating Launch & Implementation of I.P.O's, products and services with branches and providing training to staff / clients.
- Solving & clarifying queries related to shares & De-mat account.
- Prepares periodic reports for management, as necessary or requested, to track strategic goal accomplishment & Handling departmental correspondence.

EDUCATIONAL CREDENTIALS

Master of Business Administration – Finance & HR 2006

Anna University, Chennai, INDIA

Bachelor of Commerce 2003

Mahatma Gandhi University, Kerala, INDIA

Certifications:

Undergone Trainings on SAP Business One, Micros, Tally.ERP 9, Oracle, Right ERP, FACTS, ZYLOG, etc.

Computer Aptitudes: Proficient in MS Office Suit, Tally.ERP 9, Right ERP, Orion, DEMAT, Horizon, FACTS, networking topologies (Internet and Intranet), Hardware and Software Installation and General Troubleshooting & upgrading.

Typing Speed: 45 WPM, Able to Handle DBMS based on Software such as SAP Business One, Micros, SQL, Oracle, FoxPro, Visual Basic, Tally ERP, Zylog, etc.

PERSONAL SKETCH

Nationality: Indian

Date of Birth: 6th May 1982

Driving License: Qatar, UAE & Indian

Linguistic Proficiency: English, Arabic, Hindi, Malayalam & Tamil

Spousal Status: Married

Visa Status: Qatar Residence Visa (Transferable)

Welfares:

- Honesty, sincerity and commitment are my core values.
- Believes in building relationships and respect and adapts easily with any team.
- Dedicated and highly ambitious to achieve personal as well as the organizational goals.
- Ability to learn New Technology quickly and a Quick learner.
- Disciplined, Self-motivated, Flexible, Committed and Consistent with Positive approach and Straight Forwardness.

Achievements:

- Knowledgeable in Qatar & UAE Labor Laws and Geographical Locations.
- Done projects under reputed limited companies on implementation of Management System.
- Participated in a many management event held from the college like Business Quiz, marketing event, Finance event, Family, Social & Cultural Events.
- Hosted events in college level / Churches / College Alumni / Previous Organization.

Professional Skills and Attribute:

- Computer literate with knowledge of ERP System (or similar).
- Possess hands on experience of Microsoft Office Application, including Word and Excel.
- Excellent verbal and written communication and analytical skills, and good etiquettes on the phone.

Interpersonal Skills:

- Strong analytical and Communication Skills.
- Smart & Conscious of Quality in Work.
- Feel Comfortable to Work in Team Environment.
- Ability to work well under pressure when required.

Personal Referee:

Will be provided upon request.
