

NITIN N. RAJE

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☎ MOBILE & WHATSAPP : 050 - 4949196 ★ RESI : 04 - 3707559

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CURRICULUM VITAE



CAREER OBJECTIVE

Looking for a challenging role taking complete responsibility for Accounts, Finance and Administration functions with 28 years of post qualification professional experience (25 yrs in UAE); where my proven track record of producing concise management information resulted in informed decision making. Successfully managed financial operations for manufacturing, trading and service sector, I aim at continuous career progress and make significant impact on business outcome.

AREAS OF EXPERTISE

- | | |
|--|---|
| ⊕ Management Reporting | ⊕ UAE VAT |
| ⊕ Projections & Forecasting | ⊕ Strategic Decision maker & Problem Solver |
| ⊕ Financial Controls | ⊕ Leadership & Mentoring |
| ⊕ Process & System Improvement | ⊕ Cost Saving |
| ⊕ Accounting Packages – Tally, Focus, Zoho, Epromis, Sageline50, Sunsystem | ⊕ Office Applications - Microsoft Excel, Word, Powerpoint |

EDUCATION

- | | |
|-------------------------------|--|
| ⊕ Chartered Accountant – 1995 | - The Institute of Chartered Accountants of India (C.A.) |
| ⊕ Bachelor of Commerce – 1986 | - Mumbai University, India. (B.Com.) |

EMPLOYMENT HISTORY

EXCEL INDUSTRY CO. LLC

(Galvanizing Service, Manufacture of Scaffolding/Waste Bins etc)(Sep 2023 till date)

Job Title : Finance Manager

Reporting to : Chairman, General Manager

Job Profile :

- ⊕ Preparing Monthly MIS Report, Cash Flow projections, Monthly VAT Return filing,.
- ⊕ Interpreting Reports and advising management to make informed decisions
- ⊕ Approving Sales Invoices, assist Sales Dept in costing products, timely online bank transfers etc
- ⊕ Export & Import LC submission/opening, fulfilling bank requirements for facilities availed e.g. submission of provisional Financials, Debtors ageing etc, interacting with Bank Relationship manager for better renewal terms.
- ⊕ Allocate responsibilities to junior staff, review team work
- ⊕ Managing procurement of Zinc(Galv. Raw mat.)-Duty exemption, Invoice Attestation etc
- ⊕ Working knowledge of ICV certification process.

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KINGSTON HOLDINGS FZE

(Manufacturer of Electrical Products & PVC pipes, Distributor of Batteries) (Oct 2019 till Aug 2023)

Job Title : Chief Accountant

Reporting to : Managing Director, Chief Finance Officer

Job Profile :

- ⊕ Daily Bank Position ensuring smooth clearance of issued cheques.
- ⊕ Weekly Cash Flow Report scheduling forecasted payments & receivable.
- ⊕ Division-wise Monthly Profit & Loss Account of 4 Cos with comments to management.
- ⊕ Interacting with Banks - furnishing financial details, answering queries, requesting better terms on restructuring of facilities, issue of performance bond etc.
- ⊕ Trial Balance & Balance Sheet review & posting necessary corrections to ledgers.
- ⊕ Develop, analyze and determine procedures of accounting & cash management of Co..
- ⊕ Improving processes related to Internal Audit compliance.
- ⊕ Liaising with Statutory Auditors, resolving auditor queries
- ⊕ Timely filing of accurate VAT return, VAT query/inquiry preparation.
- ⊕ Ad hoc assignments for sound business decisions & meeting Company's objectives.

DELMON SCAFFOLDING LLC

(Scaffolding— Hire/Sale/Manufacture/Ulma Brand, contractor-Landscaping, False ceiling)

Job Title : Management Information Systems(MIS) & Receivables Manager (Mar 2013 to Sept 2019)
(7 years)

Reporting to : Finance Director

Job Profile :

- ⊕ Preparation of summarized Financials of all Divisions in Group by following up with Unit Accountants. Brief analysis- Revenue comparison with prior period, comments and analysis.
- ⊕ Preparation of Monthly/Quarterly/Annual Financials of 1 Division -P& L a/c & B/Sheet.
- ⊕ Sales Reports – Salesman-wise Performance of Monthly Hire, Sale “Graph”, Collection vis a vis customer Outstanding, Production & Productivity Reports, Procurement Reports
- ⊕ Preparing & distributing fortnightly report of receivables ageing analysis for overdue outstanding. Co-ordination with management to set policy, procedure for effective collections to maintain liquid cash. Monitoring credit limits regular basis to control financial risk.
- ⊕ Review of receivables with sales team, reminders, warning letters prior to legal notice, reconciliation, recommend management for settlement – amicable/legal etc.
- ⊕ Comparison of per unit production cost with benchmark, reporting variations, corrective action.
- ⊕ Preparation of VAT working dues, follow-up penalty waiver, KSA VAT scrutiny.
- ⊕ Checking Subcontractor payment working after Certification for final approval.
- ⊕ Timely correction of data entry errors, incorporating internal controls for non-recurrence.
- ⊕ Physical verification of Stock, review of Slow moving & obsolete stock items

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BHATIA BROTHERS LLC

(Diversified -Trading, Retail, Exports in Engineering - Oil & Gas, Industrial, Automotive Products)

Job Title : Accounts Manager - Jan 2006 To Feb 2013 (7 years)

Reporting to : General Manager - Finance (Accounts & Finance)

Job Profile :

UNIT LEVEL

- ⊕ Preparing bank facilities statement
- ⊕ Handling Export & Import LCs and liaising with banks.
- ⊕ Negotiating Inter-bank rate, facility fees, reversal of excess interest charged, etc
- ⊕ Providing unaudited financials to banks for facility renewal, reviews etc.
- ⊕ Verifying year-end profitability, bank liabilities, payables net worth etc. comply with bank norms.
- ⊕ Suggesting and implementing Cost Reduction Measures, Vendor negotiations.
- ⊕ Supervised Accounts Staff, varied administration duties—PRO, Insurance, IT needs etc

GROUP LEVEL

- ⊕ Audit-in-Charge for Preparation & supervising Finalization of annual accounts of 5 Group Co's.
- ⊕ Consolidation of accounts—merge profit of associate Cos, elimination of inter-Co Sales/Purchase
- ⊕ Interacting with Statutory Auditors and reporting audit results to Management.
- ⊕ Negotiating with Insurance Companies for medical insurance resulting in big saving for Co.
- ⊕ Implemented automating inter-co entries to post directly sister Co's eliminating reconciliations.

PROFILES RH FACTORY LLC

(Contracting Co. executing turnkey projects of Pre-engineered Buildings, manufacturing Aluminium Coils in Sharjah)

Job Title : Assistant Finance Manager (Feb 2004 To Dec 2005) (2 years)

Reporting to : Finance Manager & General Manager

Job Profile :

- ⊕ Bi-monthly Profit center-wise Profit & Loss A/c, Balance Sheet for management reporting.
- ⊕ Exposure to Import/Export Letters of Credit, reply to banks in relation to credit facilities.
- ⊕ Job Costing of turnkey jobs, Standardizing recurring financial entries/systems.
- ⊕ Assisting in Credit Limit Approval for Clients, getting Credit Facilities from Suppliers.

UNION INDUSTRIES LLC

(Company engaged in Galvanizing Services, Aluminum & Glass fabricators— Contracting Co in Dubai.)

Job Title : Chief Accountant (Mar'00-Jan'04)— Galvanizing Dvn., Internal Auditor(2003-04)— Aluminium Division (4 years)

- ⊕ Finalizing over a couple of years backlog accounts, maintaining Books of Accounts up-to-date in Tally (6.3)/Sageline50, presenting P & L Account, Balance Sheet with comments to management..
- ⊕ Supervising proper maintenance of Stock records, physical stock taking,
- ⊕ Reporting weak areas of internal control, accounting entries requiring corrections/modifications.

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VIVA INTERNATIONAL LLC

(Company is mainly a Wholesaler & Retailer in Textiles, Manufacturer of Garments in Dubai & Ajman)

Job Title : MIS Officer (Mar 1998 to Feb 2000) (2 Years)

- ⊕ Verifying accuracy of received financial statement, diagnosing weak areas, offering solutions to problems.
- ⊕ Reminders to Divisions for timely reports, Head Office Balance reconciliation.
- ⊕ Deputed to Garment Unit at Ajman-Projections, Month-wise P&L, different styles profitability

C.A. PRACTICE (1995 to 1998) (Proprietor in Mumbai, India)

- ⊕ Project Financing for obtaining Term Loan, Overdraft limit from banks.
- ⊕ Preparing, verifying & signing Tax Audit Report, Accounts-writing, hearings of tax authorities.

1)CHAUDHARI, PRADHAN & DEO , 2) S.C.RELE & ASSOCIATES (Articleship)

(Chartered Accountants Firm in Mumbai, India)

Job Title : Audit Officer (1991 to 1995) & Articled Clerk(1987 to 1990)

- ⊕ Internal Audit of Godrej Soaps. Operational audit areas– Surprise Cash Verification, Labour Contractor attendance surprise check, Physical verification of Fixed Assets, Investigating leaks in incoming materials.
- ⊕ Statutory Audit of Neoluxe Group, Parag Parikh -Stock broker, finance Companies.
- ⊕ Audit-Individuals, Firms, Companies, Income Tax Returns, Hearings, Manual Accounts writing, Project Report Bank Finance.

PERSONAL PROFILE

- ⊕ Date of Birth : 9th June 1965
- ⊕ Nationality : Indian
- ⊕ Marital Status : Married
- ⊕ Driving License : Holder of UAE Driving License
- ⊕ Visa : Employment Visa
- ⊕ Languages Known : English, Hindi, Marathi

OTHER INTERESTS

- ⊕ Completed 4 Full Marathon (42.1kms) runs, 4 Half Marathon(21kms)in years 2018-2024.