

## RAUNAK JAISWAL - QUALIFIED AND EXPERIENCED BUSINESS & ACCOUNTING PROFESSIONAL

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Attained Master's level qualification in Accounting from University of Waikato, New Zealand & Bachelor's level qualification in Business Management from Middlesex University, England. Hold 4 years of progressive experience in business operations and 2.5 years in the field of accounting in various types of business industry i.e., Corporate, Food, Retail & Manufacturing. Experienced in managing large volumes of business transactions involving job functions – Sales, Inventory Management, Freight, Credit & Claims, Purchase Requisitions & Orders, Accounts Payables, Accounts Receivables, Reconciliations, Standing Orders, Taxation with ability to manage workload within deadline through precise time management. My overall work experience has made attention to detail and accuracy my core strength. I communicate exceptionally well i.e., both written and verbal at all levels and have an ability to build strong working relationships with multiple layers of stakeholders.

### CAREER OVERVIEW

<b>Motion NZ, New Zealand</b>	<i>Accounts Receivable Officer</i>	Dec 2022 – Mar 2023
<b>AFFCO, New Zealand</b>	<i>Inventory Assistant Accountant</i>	Dec 2021 – Nov 2022
<b>Fonterra, New Zealand</b>	<i>Operational Buying Officer</i>	April 2021 – Dec 2021
<b>NZ Uniforms, New Zealand</b>	<i>Accounts Payable Officer</i>	Nov 2020 – Feb 2021
<b>ES Plastics Ltd, New Zealand</b>	<i>Accounts Assistant</i>	June 2020 – Oct 2020
<b>RJ Traders, India</b>	<i>Proprietor</i>	Oct 2014 – Sep 2018

### QUALIFICATIONS

#### **Master of Professional Accounting - Second Class Honours**

*Awarded an International Excellence Academic Scholarship in Accounting*

UNIVERSITY OF WAIKATO, HAMILTON – NEW ZEALAND

#### **Bachelor of Business Management – First Class Honours**

MIDDLESEX UNIVERSITY, LONDON – ENGLAND

### TECHNOLOGY

Advanced Proficiency: SAP | Oracle Financials & JDE | Xero | QuickBooks | Accredo

Intermediate Level: MS Office Suite – Excel, Outlook, Word, Access

## PROFESSIONAL EXPERIENCE

### **Motion NZ, Hamilton – New Zealand · ([www.motion.co.nz](http://www.motion.co.nz))**

*Motion plays a pivotal role in productivity and production support for all industries, with an enviable reputation as New Zealand's leading distributor and service provider of high-quality engineering consumables and components.*

#### **ACCOUNTS RECEIVABLE OFFICER | FIXED TERM CONTRACT | DEC 2022 – FEB 2023**

- Implementing and improving collection processes.
- Reducing the outstanding receivables by actively pursuing overdue payments.
- Conducting reference checks for setting up new customers.
- Daily Banking Reconciliations.
- Working with Sales teams to manage customer payments.
- Invoicing reconciliation including resolving issues related to client accounts.
- Effectively managing phone calls and emails in high volume.

### **AFFCO, Hamilton – New Zealand · ([www.affco.co.nz](http://www.affco.co.nz))**

*AFFCO is a leading exporter of meat products. It has 12 plants around New Zealand and proudly export lamb, beef and allied products to over 80 countries.*

#### **INVENTORY ASSISTANT ACCOUNTANT | FIXED TERM CONTRACT | DEC 2021 – Nov 2022**

- Control Domestic Freight Payments and external purchases payments.
- Process Domestic Claims and Credit, ensuring all documentation attached is appropriate and authorized.
- Provide financial support to Affco Renco Division as directed by Management Accountants.
- Providing support to Inventory Manager with Rendering, Ovation, Foetal Blood entries and various transaction processing.
- Assist with EFT audit process.
- Providing finance support to Domestic Sales Division.

### **Fonterra, Hamilton – New Zealand · ([www.fonterra.com](http://www.fonterra.com))**

*Fonterra Co-operative Group Limited is a New Zealand multinational publicly traded dairy co-operative owned by around 10,500 New Zealand farmers. The company is responsible for approximately 30% of the world's dairy exports and is New Zealand's largest company.*

#### **OPERATIONAL BUYING OFFICER | FIXED TERM CONTRACT | APR 2021 – DEC 2021**

- Conversion of 120 – 150 Purchase Requisitions to Purchase Orders each day following Fonterra guidelines.
- Approval of Standing Order for the Financial Year 2022
- Performing verification checks on One Time Vendors and managing its approval.
- Handling complete responsibility for raising Purchase Orders of Fonterra's Asian Markets i.e. Hong Kong, Philippines, Sri Lanka and Indonesia
- Communicating with key business stakeholders especially vendors & requisitioners regarding their queries and providing advice, business support, and information

### **NZ Uniforms, Wellington – New Zealand · ([www.nzuniforms.com](http://www.nzuniforms.com))**

*NZ Uniforms has 16 retail stores nationwide with over 100 staff, and supply garments, print and branding services for schools, clubs, sports teams and businesses. They also provide screen printing and embroidery services.*

#### **ACCOUNTS PAYABLE OFFICER | FIXED TERM CONTRACT | NOV 2020 – FEB 2021**

- Key member of an Accounts Team comprising 8 accounting specialists – gained exposure to very high business transaction turnover, particularly between November and February each year.
- Work collaboratively with all team members to ensure all accounting processes are completed to strict deadlines.

- Accurately reconcile supplier statements against transactions.
- Contact and discuss any identified variances with internal or external parties.
- Process around 3,000 invoices on a monthly basis, ensuring a high level of accuracy.
- Issue credit requests to suppliers for short-supply or over-charge on orders
- Receipt stock, maintain store inventory records in the internal database, with stringent attention to detail.
- Process credit notes and match them with negative Purchase Orders

**ES Plastics Ltd, Hamilton – New Zealand · ([www.esplastics.co.nz](http://www.esplastics.co.nz))**

*ES Plastics helps businesses produce and supply plastic products to NZ and internationally. They have 50+ staff and services include Injection Moulding, Precision Blow Moulding, Plastic Product Design and Precision Toolmaking.*

**ACCOUNTS ASSISTANT | FIXED TERM CONTRACT | JUN 2020 – OCT 2020**

- Provided assistance with precise and detailed Accounts Payable and Accounts Receivable processing, including supplier statement reconciliations and invoices using Xero and Project Manager.
- Completed accurate data entry of up to 700 invoices into Xero every month.
- Followed through on account enquiries and worked with Accountants in completing month-end processes.
- Responded to ad hoc enquiries from internal and external stakeholders.
- Matched supplier invoices with packing slips – authorised Return of Goods and issued Credit Notes.

**RJ Traders, Kolkata - India**

*A locally owned and operated proprietorship business in industrial products.*

**PROPRIETOR | PERMANENT | OCT 2014 – SEP2018**

- Responsible for managing day-to-day operations, including planning, organizing, and coordinating activities to ensure the smooth functioning of the business.
- Handle financial matters, such as maintaining financial tax records, bookkeeping, invoicing, and tracking expenses.
- Develop and implement sales and marketing strategies to promote products or services.
- Interact with customers, addressing their inquiries, providing excellent customer service and maintain customer satisfaction.
- Managed technology-related tasks, such as maintaining electronic invoicing software, managing online platforms, and utilizing technology to improve business processes.

**HOBBIES**

Fitness Enthusiast – Gym, Dance, Cricket. Reading Books, Passionate on Travelling the World

**REFEREES**

Professional and character referees available on request