



REJANEESH R

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Visa Status: Visit Visa · Passport No: P5016448

Experienced Accountant with Six years record in bookkeeping and finalization of accounts with solid understanding of ledger processes, reconciliations and streamlining of reports. Superior analytical skills, practiced at drilling down to transaction/workflow details in support of process and profit improvement. Computer proficient in Tally ERP9, MS Office, and other customized ERP software. Additional areas of expertise include:

- Accounts Receivable and Payable management
- Bank Reconciliations
- Trend Analysis
- Inventory Management
- Payroll accounting
- Financial Analysis

EXPERIENCE

01/2022 – 08/2023

ACCOUNTANT, AL NOURAS WASTE COLLECTION & TRANSPORTION L.L.C

DUBAI, UAE

- Recording transaction in the books of accounts On Daily basis.
- Verifying vendor accounts by reconciling monthly statements and related transactions
- Monitoring and processing all aspects of payroll of more than 70 employees, and ensuring that all policies and procedures were fully followed
- Preparation of age wise debtor statements and other account receivable statements.
- Managing Daily Petty cash and Report to Finance Manager.
- Making Monthly Receivable reports more than 1000 customers and undergoing the payment follow up works.
- Monitoring of accounts receivable and payables every month.
- Vat Computation and Filing.
- Preparing Bank Reconciliation Statements.
- Preparing Financial statements and reports to the top level Management.

02/2019 – 08/2021

ACCOUNTANT, COSMOZ TRADING & CONTRACTING

DOHA, QATAR

- Managed entire accounting cycle including gathering information, preparing documents, finalizing reports and closing of books of accounts
- Prepare month-end balance sheet reconciliations, which includes bank reconciliations, aging analysis of trade receivables, and maintaining sub-schedules and reconciliations of other asset and liability accounts, as required by the management
- Prepare Balance Sheet, Profit and Loss Statement, Cash Flow Statement and other variance narratives, for the top level management for review
- Key contributor in the development of a new inventory management process in the company, which significantly helped the management in reconciling the physical inventory with the books of accounts

- Verifying vendor accounts by reconciling monthly statements and related transactions
- Maintaining Payroll.

05/2018 – 01/2019

ACCOUNTS ASSISTANT, NIRANAZHI ROLLER FLOUR MILL

KERALA, INDIA

- Responsible for general accounting function including preparing journal entries, maintaining balance sheet schedules, Ledger accounts and bank reconciliation
- Accounting of invoices on daily basis and arranging the payment according to credit period
- Preparation of age wise debtor statements and other account receivable statements
- Carrying out the reconciliation of vendor ledgers and petty cash book
- Preparation of various monthly variance analysis reports to check on the financial health of the entity
- Filing of Goods and Service Tax (GST) returns and reconciliation thereof, with the books of accounts on a monthly basis

06/2015 – 02/2018

ACCOUNTS-CUM-AUDIT ASSISTANT, T.V HARIKRISHNAN & ASSOCIATES

KERALA, INDIA

- Recording transaction in the books of accounts of more than 50 clients using Tally ERP.9 on a monthly basis
- Preparation of Financial Statements as per GAAP of various clients (which includes Proprietary Concerns, Partnership Concerns, Societies and Other Charitable Institutions) from traditional manual accounting system as well as from Computerized accounting System
- Monthly overview and analysis of Clients trading results using Gross Profit ratio, inventory turnover ratio with industry standards
- Assisted Chartered Accountant in performing statutory audit under Indian Tax Laws
- Filing of Value Added Tax (VAT) as well as GST returns of these 50 clients, and reconciling it with the books of accounts in a timely manner

EDUCATION

2015

BACHELORS DEGREE IN COMMERCE WITH COMPUTER APPLICATION, KERALA UNIVERSITY, KERALA, INDIA

2012

PLUS TWO (HIGHER SECONDARY EXAMINATION), THALAVADY HIGHER SECONDARY SCHOOL, KERALA, INDIA

SKILLS

- Adept in Tally ERP.9, MS Excel
- Certificate course in Tally ERP9 from Softnet Academy
- Account reconciliation specialist
- Developed excellent written communication skills through my degree for which I regularly write reports and essays

ACTIVITIES

- Got third prize in Mr. Alleppey body Building Competition (60-65 Kg)
- Liaised with my team in TV Harikrishnan Associates to gather sufficient Information on the implementation of Goods and Service Tax Act in India
- Handles seminars on various topics related to 'Company Law and Indirect Taxation' during my employment at TV Harikrishnan & Associates

LANGUAGES

- English
- Hindi
- Tamil
- Malayalam

REFERENCES

- **Shabeer Kunnumal Shuhaib**
COSMOZ TRADING AND CONTRACTING
Doha, Qatar
Contact No. +974 70068533
- **CA TV Harikrishnan FCA**
TV Harikrishnan & Associates
Harippad Post, Kerala, India - 690514
Contact No. +91-9847057901

DECLARATION

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

REJANEESH R