



# RAJIL P

## ACCOUNTANT

### CONTACT

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✉️ rajil32567@gmail.com

📍 Abu Dhabi, UAE

### EDUCATION

2011

CALICUT UNIVERSITY

- Bachelor Of Commerce

### SKILLS

- Financial Reporting
- Budget Preparation
- Account Reconciliation
- General Ledger Management
- Accounts Payable
- Accounts Receivable
- Payroll Processing
- Financial Analysis
- Cost Accounting
- Expense Tracking
- Financial Statements
- Internal Controls
- Bank Reconciliation
- Regulatory Compliance
- Budget Forecasting
- Financial Planning
- Journal Entries

### PROFILE

Detail-oriented Accountant skilled in managing complex financial transactions and maintaining precise records, complemented by experience in sales, document control, and office administration. Proven track record in enhancing financial reporting accuracy and streamlining administrative processes. Eager to leverage a diverse skill set to contribute to financial stability and operational efficiency within a dynamic organization.

### WORK EXPERIENCE

#### ACCOUNTANT

AUGUST 2023 TO

House of Grapes General Trading LLC |  
Abu Dhabi

CURRENTLY WORKING

- Administer payroll processing, ensuring accurate and timely payment of salaries in compliance with company policies and regulatory requirements.
- Utilize the Wage Protection System (WPS) to process payroll transactions, ensuring adherence to legal standards and timely disbursement of wages.
- Maintain and update accurate inventory records, including tracking stock levels, managing inventory transactions, and reconciling discrepancies.
- Prepare and review payroll reports, including deductions, bonuses, and benefits, and ensure accuracy before submission for approval.
- Conduct regular inventory audits to verify stock accuracy, address discrepancies, and ensure proper documentation of inventory movements.

#### SALES EXECUTIVE

2019 TO 2023

Sincere Food Production Company, HCL

- Develop and implement sales strategies to achieve targets and increase revenue growth.
- Generate and qualify leads through cold calling, networking, and market research efforts.
- Conduct product presentations and demonstrations to prospective clients to drive sales.
- Negotiate and close sales deals while ensuring customer satisfaction and retention.
- Manage and maintain relationships with existing clients to foster long-term business partnerships.
- Prepare and deliver accurate sales forecasts and reports to track performance metrics.
- Identify and pursue new business opportunities to expand the customer base and market reach.

# COMPUTER SKILLS

- MS Office
- MS Word
- MS Excel
- Tally

# LANGUAGES

- English (Fluent)
- Hindi (Fluent)
- Arabic (Intermediate)
- Tamil (Intermediate)
- Malayalam (Fluent)

# DRIVING LICENSE

- UAE Mannual Driving License
- Saudi Driving License
- Indian Heavy Driving License

# PERSONAL DETAILS

- Nationality : Indian
- Marital Status : Married
- Date of Birth : 02/03/1989
- Passport No. : U9770844
- Passport Expiry : 14/03/2031

## DOCUMENT CONTROLLER

2015 TO 2018

Hyundai Heavy Industry | Shuqaiq  
Steam Power plant Saudi Arabia

- Organize, file, and maintain all company documents and records in a structured system.
- Ensure accuracy and completeness of documents by reviewing and verifying content.
- Implement and enforce document control procedures and policies to ensure compliance.
- Coordinate the distribution and retrieval of documents among departments and stakeholders.
- Maintain document version control and ensure that the most current documents are used.
- Prepare and issue document transmittals, ensuring all necessary approvals are obtained.
- Monitor and manage document storage and archiving, ensuring safe and efficient access.
- Conduct regular audits of documents and records to ensure accuracy and adherence to standards.
- Assist in the development and implementation of document management systems and software.

## ACCOUNTS & OFFICE ADMINISTRATION

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- Manage daily accounting tasks, including accounts payable and receivable, ensuring accuracy and timeliness.
- Prepare and maintain financial statements, reports, and summaries for review and analysis.
- Process payroll, including calculating wages, deductions, and benefits, and ensuring compliance with regulations.
- Reconcile bank statements and manage cash flow to ensure accurate financial records.
- Handle administrative duties such as scheduling meetings, managing office supplies, and maintaining filing systems.
- Coordinate and support office operations, ensuring a smooth and efficient work environment.
- Monitor and manage office budgets, including tracking expenditures and implementing cost-saving measures.
- Assist in the preparation of annual budgets and financial forecasts.

# DECLARATION

I hereby declare that the above mentioned statement is correct and true to the best of my knowledge and belief.

RAJIL P