**Name : RAGHUNADH. M**

**Mob : +91 9349999882**

**WhatSapp : +968 91685893**

**Mail Id : raghu.bal2018@gmail.com**

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**Professional Information:**

**Career Summary**

Master in Accounts with 15+ years experience in Accounts / Tax / Audit / Finance functional area

**Skill set**

Accounting, Project Accounting, costing , Financial Management and Reporting

Total Experience 15+ years

Nationality INDIAN

Qualification Leve B.COM,ICWA (INTER)- doing

 Diploma in Computer MS from LBS center for Science & Tech.

Job Function Accounts / Tax / Audit / Finance

Work Location Preference Middle East Countries

**Summary**

Experienced in working with Manufacturing firms,Construction company & trading firms impeccably to constantly evolving accounting processes and financial management. Proficient at financial reporting& analysis , Accounts Finalisation, taxation, costing etc

**Highlights**

• Institute Of Cost & works Accounts of India –(inter)- appearing exam in 2018

• Bachelor of Commerce - Year of completion: 1995; University of Calicut, India

• With 10 years Middle East (Oman ) experience in accounts and finance department

• Having total of over 10+ years of meaningful finance experience handling payables, receivables,

inventory,payroll, audit, taxation and financial statements preparation.

• Technically competent in ERP, payroll and other accounting software (SAP, QAD-MFG Pro, Tally,

HRMS) and all Microsoft Office applications

• Having experience with work in corporate Finance Offices and Projects

• Valid Oman driving licence and able to speak Arabic

**Experience:**

**Sr.Financial Accountant - (March 2012 – March 2018)**

**Teejan Trading & Contracting Company, Muscat ( Civil,MEP,FFSE, Lab,Oil &Gas)**

**(TTCC is one of the biggest construction company in middle east and spreads in 3 GCC )**

? Prepared financial, management reports and cash budgets

? monitoring bank balances daily wise and arranging required fund transfer

? Handled Accounts Receivable and Payables operations

? Letter of credit process- Sight LC, Usance LC etc

? Analysed costs and revenues to project future trends

? Collaborate extensively with auditors during preliminary and year-end audit processes

? Verified expenditure documents to assess if they are in accordance with all parameters of signed

 Contracts and agreements

? Tracked all spending against approved requests

? Performed accounting corrections and entries to ensure accurate records

? Processed payroll, end of service settlements and employee benefit accruals of the company

? Suppliers/vendors bills and payment processing.

? Prepares internal cash flow for comparison with banks’ real movements.

? Investigate and resolve discrepancies in monthly bank statements and supplier’s statement of

accounts

? Submitted ad-hoc reports and analysis for management’s planning and strategies

? Monitoring Sister concerns and members current account

Reporting to : CFO/FM

Sub ordinates : Jr. Accountant/ Asst .Accountant

**while working as Project Accountant – ( Feb 2008- Feb 2012)**

? Verifies the major Contractors/suppliers invoice in accordance with Contracts, Purchase orders etc.

? Prepares and tracks the records of Accounts of project related contractor and recover the back

charges .advance, retentions and liquidated damages

? Analyzed costs and revenues to project future trends

? Developing and managing of appropriate Financial accounting records for projects

? Verified expenditure documents to assess if they are in accordance with all parameters of signed contractsand agreements

? Ensures timely receipt, extension, and release of Bank guarantees, insurance coverage pertain to designatedprojects.

? Attending to project officers’ queries regarding projects, programs, reports and budgets

? Supports to Generates fiscal forecasts for both existing and planned projects for annual budget and quarterlyformal updates.

? Mess Management, Site petty cash

? Site Administration & Coordination

?Project Profile, Minutes of meeting etc

? coordination with Planning Engineer and PM for project reviews reports

? Procurement planning and coordinate with suppliers for material delivery on time.

? Arrangement of materials from local market on urgent basis as per requirement

? negotiation with suppliers, and process the agreement

? monitor the performance of logistics and ensure its log sheets are properly maintained

? Arranging Hire in fleet temporarily if its requirement arises in project and process agreement

? DE hire equipment’s/ vehicles and if its requirement is over – monitoring and observing site conditions

? preparing Incidence reports – fleets break down and complaint as coordinate with technicians

? manpower budgeting for projects

? Ensure that all spending are within the budget with proper approval.

**ACCOUNTS OFFICER – (May 2006 – Feb 2008)**

**KLF OIL INDUSTIRES, INDIA**

**(KLF OIL INDUSTRIES, a Rs 100 Crores turnover firm, (Mfg. of KLF Nirmal Brand Coconut Oil andGingely Oil)**, is leading group in India and Manufactures and exporters of edible oil and other related products all over India and Gulf Countries.)

? Finalization of Accounts and costing

? Created Financial Statements, bank reconciliations and monthly cash flows

? Preparation of Vat and income tax returns, reconciliation with input tax and output tax procedures

? statutory returns submission on timely

? Analyzed and examined account records, compiled financial information and reconciled reports

? Coordinating with sales team and follow-up for the payment

? calculate the incentives based on the sales volume

? Forecasted weekly/monthly/yearly volume sales and communicated recommendations and analysis to management

? Provided base data analysis for full year’s initial budget as well as rolling budget every month

? Complied rolling budgets & volume reporting to Management

**ACCOUNTANT –(JULY 1999- APRIL 2006)**

**STERLING COCONUT OIL & CAKES (P) LTD,INDIA**

**( Mfg.of Thanima Brand Coconut oil is leading group in kerala and supplying all over india)**

? Maintained Day books, Stock books, ledgers etc

? Ensured the proper maintenances of Vouchers, Receipts, Invoices, Delivery notes

? Receivable & payable operations

? Payroll processing and bank reconciliation

? Reported to Management with accounts statement on monthly basis

? Preparation of Taxation statements , MIS reports

**ACCOUNTANT – (July 1997- June 1999)**

**RAPHAEL & COMPANY, INDIA**

? Managing the day to day accounting transactions,

? prepared Vouchers, Receipts, Invoices, Delivery notes etc

? Bank Reconciliation etc

**Personal Profile**

Birthdate: June 1,1974

Visa: Employment Visa

Nationality: Indian

Address :Malayattil House, Cherpu (west), Thrissur, Kerala, India-680 573

Driving Licenses : Indian D/L, Oman D/L

Languages known : Arabic, English, Hindi , Tamil,Malayalam

**References:**

1, Mr.SamuelJeyakuamr, Finance Controller, Teejan Trading &Cont .Muscat, mob:

93204191

2, Mr.Parvesh Ahmed – Sr. Manager ( Projects),Teejan Trading &Cont,Sohar,Oman , Mob:

99271404