



## SUJIT RAJAN

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### Job Objective

Seeking senior level assignments in the areas of Accounts & Finance with an organization of high repute.

### Industry Expertise

- Real estate development
- Retail
- Equity
- Chemicals
- Construction
- IT

### Profile Summary

- A competent professional with an experience of nearly 23 years in the areas of Accounts & Finance, Payable & Receivables Management and Financial Reporting.
- Presently designated as Finance Manager (Consultant) with Protiviti for various projects in Saudi Arabia.
- Proficient at handling commercial operations like conducting internal & external audits, account research or analysis, cash management, project accounting, financial & management reporting to Central Bank & Ministry of Economy, etc.
- Adept at formulating budgets and implementing systems/ procedures, conducting ageing analysis, preparing key reports to exercise financial control and enhancing overall efficiency of the organization
- Possesses excellent communication, presentation, analytical, problem solving, people and team management skills

### Core Competencies

Accounts & Finance	Auditing & Budgeting	Cash Management
Statutory Compliance	Payable & Receivable Management	MIS Reporting & Documentation
Inventory Controls & reporting	ERP System Controls	DOA preparation

### Organisational Experience

Apr'22 – Feb'23	Al Wadi Development Co. (PIF Subsidiary Saudi Arabia)- Finance Manager- Protiviti Client. SPPC (Principle Buyer Saudi Electricity Company) – DOA preparation – Protiviti Client.
Aug'19- Mar'22	Oxii Chemicals Pathanamthitta Kerala- Finance Consultant.
Sep'14 -July 19	Universal Trading Company LLC -Chief Accountant/Senior Accountant.
Jul'13- Aug 14	Owners Private Office - Senior Accountant.
Jan'07-Mar'13	Abu Dhabi Investment House PJSC, Abu Dhabi - Senior Accountant.
Sep'05–Dec'06	Derinton Intl FZE, Dubai Airport FZE, Dubai, UAE - Senior Accountant.
Aug'01–May'05	Desert Line Projects LLC, Oman, Muscat as an Accountant
Jan'97–Jan'99	Kuruvilla & Co. Audit Firm, Kerala, India as Audit Assistant

### Key Result Area:

Accounting Operations

- Processing month end accrual entries, journal entries for reclassifications & charge backs and undergoing accounts analysis required for the periodical closing procedures. Ensure quality control over financial transactions and financial reports in compliance with IFRS.
- Overseeing reconciliation statements for bank receivables & payables within policy and procedures.
- Communicating with all depts. to clarify the expenses & ensure proper approvals and coding for invoices process
- Following supplier confirmations, preparing reconciliation and conducting ageing analysis on a monthly basis to understand the paying pattern and devise effective accounts payable policies

- Generating monthly commitment sheet and forwarding to the Treasury for generating liquidity reports
- Analysing expenditure trends to ensure expenditure control along with accuracy and adherence to policy
- Developing and reviewing monthly reconciliation's related to:
  - Banks
  - Party Accounts
  - Intercompany Transactions
- Review of output and input Vat entries.
- Follow-up with the warehouse managers regarding the stock updates pending postings and rectification if required.

#### Management Reporting/Monitoring & Documentation

- Preparing and monitoring:
  - Monthly Income reports.
  - KPI's
  - Financial, liquidity & progress reports on monthly as well as yearly basis
  - Ad hoc management reports for analysing business reviews on monthly basis
  - Invoices for projects & civil contracts and keeping the retained amount to be released after the contracted period
- Maintaining and updating separate files for fixed assets and assisting in fixed assets depreciation to GL
- Review on DOA related to financial control dept and ascertain gaps if any.
- Support in COA creation/enhancement and ERP implementation process.
- Collaborate with various other departments for plans and future path decisions.
- Monitor and report Capex to the concerned business owners.
- Conducting investigations, reporting, and acting as a backup for Management Decision Making.
- Conducting credit checks for new and potential customers.

#### Budgeting & Forecasting

- Assisting on quarterly and annual basis in:
  - Updating and recommending appropriate budget levels
  - Carrying out forecasting exercise in order to provide an aid to decision making and supporting business as and when required

#### Auditing & Statutory Compliance

- Liaisoning with statutory auditors and ensuring that audits are performed in conformity with specific rules, regulations, guidelines and other requirements those are within the specified time frame
- Liaisoning with Internal Audit Manager with regards to compliance with Internal Policies and Procedures.
- Undergoing Statutory reporting for providing all the financial and non- financial information.
- Periodic Filling of Vat Returns.

#### Highlights:

- Recognized as the Best Employee of Abu Dhabi Investment House PJSC in 2007

#### Training

- Attained training for IFRS & Value Added Tax.

#### Education

2005 MBA (Finance) from Indira Gandhi National Open University, Delhi  
 1997 B.Com. From Mahatma Gandhi University, Kerala

#### IT Skills

- Conversant with:
  - Accounting Software – Epicor 10 ,Great Plains, Oracle Financials, Peach Tree (Sage), Tally 7.2
  - MS Office - Word, PowerPoint and Excel

#### Personal Details

Date of Birth: 25<sup>th</sup> May 1975  
 Nationality: Indian  
 Passport Status: W3987964  
 Visa Status: Employment  
 Languages known: English, Hindi and Malayalam  
 Permanent Address: Pin 689666, Kerala,India