

# RAJESHMEETHALE VEEDU

## SENIOR ACCOUNTANT/CHIEF ACCOUNTANT



Kerala, India, Contact: +91 9526615708, +971 522649099 (whatsapp) | E-mail: rajeshmv1976@gmail.com



**Total Experience: 15+ Years | Industry Exposure: Construction and Audit Firm | Sharjah, Abu Dhabi, UAE, India**

Brands Associated With: Global Lighting Systems, Al Serh Al Kabeer Construction Co, General Construction Co, Piyush Jassani & Co.

**Core Skills: Financial Analysis, Accounts Payable & Receivable, Month End Accounting, Revenue Accounting, General Accounting, Fixed Asset Management, Bank Reconciliation and Reports, Management Accounting, LC/Guarantee/Bonds, Credit Control, Internal Auditing, Team Management**

- Success in handling and managing overall accounting operations including preparation and finalization of various accounts and statements, analyzing existing systems and procedures as well as preparing reports.
- Experience in preparing, validating and submitting monthly and quarterly VAT returns for the UAE entities.
- Transformed company finance across up to business units and hundreds of accounts, identifying risk and trends.
- Track record of turning around troubled accounting operations and paving the way for process improvements—resolve backlogs, infuse strong internal controls, and contribute to leverage evolving technologies.
- Mobilize high-performing teams, championing a culture of accuracy, accountability and commitment.

### Key Work and Significant Highlights:

- Successfully maintained books of accounts and prepared Financial Statements i.e., Balance Sheet, Profit and Loss Account and the accompanying Schedules for various clients.
- Displayed excellence in planning, performing and documenting audits as per applicable standards, individually and as part of a team.
- Holds merit of performing analytical procedures to detect unusual financial statement relationships.
- Researched discrepancies of financial information or documentation for the purpose of ensuring the accuracy and further adhered to established procedures prior to processing
- Meticulous in scrutinizing various ledgers i.e., Cash Book, Bank Book, Journal, general vouchers and provided suggestions for any errors identified.
- Efficiently audited the financial statements of firms, companies and trusts both from income tax point of view and companies act point of view.

### **WORK EXPERIENCE**

<b>Senior Accountant</b> Global Lighting Systems, Abu Dhabi, UAE	<b>2021 to 2023</b>
<b>Senior Accountant</b> Al Serh Al Kabeer Construction Co, Sharjah, UAE	<b>2018 to 2020</b>
<b>Senior Accountant</b> General Construction Co W.L.L, Abu Dhabi, UAE	<b>2004 to 2016</b>
<b>Accountant</b> Piyush Jassani & Co, Mumbai, India	<b>2000 to 2004</b>

Financial Accounting	<ul style="list-style-type: none"> <li>Co-ordinated accounting and closing processes, handled the full spectrum of financial and cost accounting functions such as AR, AP, GL, forecasting, budgeting etc.</li> <li>Supervised recording of Journal Entries, General Ledger Accounting, Monitoring of Receipt and Payment entries on a day-to-day basis and administered the works of Accountants.</li> <li>Reviewed health of balance sheet by ensuring timely review of balance sheet positions and ensured that correct and first-time right accounting for units in scope.</li> <li>Handled the complete set of accounts and ensured timely closure. Tasked with performing project cost forecasts, cost tracking, monitoring and controls.</li> <li>Maintained accounting controls by preparing and recommending policies and procedures. Reconciled financial discrepancies by collecting and analysing account information.</li> </ul>
Accounting Transactions	<ul style="list-style-type: none"> <li>Prepared financial statements, managed accounting transactions, reviewed general ledger functions, administered strict timeline for tasks.</li> <li>Performed reconciliations of accounting ledgers and assisting in preparation statutory filing.</li> <li>Liaised with banks for LC opening / negotiation / amendments / document collection and bank guarantees and bonds.</li> <li>Entrusted with the accountability to control and review purchase order payments as per the agreed contractual terms and within the credit period.</li> <li>Worked with external auditors to ensure timely completion of audits and certification of financial reports.</li> <li>Engaged in verifying and approving petty cash vouchers. Processed the monthly staff and labours payroll through W. P.S on time.</li> <li>Collected, analysed, and summarized account information, computed taxes, prepared tax returns, balance sheet, profit/loss statement etc.</li> <li>Provided accounting support to ensure that financial transactions are in compliance with VAT regulations.</li> <li>Prepared client's payment certificate and followed-up regarding payments. Verified sub-contractor's payment certificate and released payments.</li> </ul>
Team Leadership	<ul style="list-style-type: none"> <li>Assisted the Director of Finance and other senior executives in overseeing financial documents and making strategic implementations.</li> <li>Guided accounting staff by coordinating activities, answering questions, and resolving discrepancies for critical customer issues.</li> <li>Held monthly departmental meetings with the accounting staff to ensure open communication, and addressed issues faced by the team.</li> <li>Supervised daily accounting operations, including account payable, account receivable, deposits, and wire transfers, and checking bank statements.</li> <li>Motivated guided and led a team that processes accounts receivable transactions. Worked as a point of escalation for complex, non-routine accounts receivable issues and problems.</li> </ul>

## EDUCATION

Bachelor of Commerce(B.Com)–Cost Accounting, Calicut University, Kerala, India-1996 (Certificate Equalized by Ministry of Higher Education Abu Dhabi, UAE)

Post Graduate Diploma in Computer Application(PGDCA)

**Technical Skills:** Accounting Software **ePromis08(ERP), Hisys Kontraktsoft(Oracle ERP), Profit06 & Tally, QuickBooks**

**IT Skills:** C, C++, Java, Visual Basic, MS Office, MS Word, MS Excel, PowerPoint

## PERSONAL DETAILS

**Date of Birth:** 7<sup>th</sup> April 1976  
**Languages Known:** English, Hindi and Malayalam  
**Marital Status:** Married  
**Nationality:** Indian  
**Passport No:** U7798749, Expiry-01.11.2030  
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