Rakhesh Chavvan

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**Objective :**

To work in a creative and challenging environment where I can be the valuable team member contributing quality ideas to make the organization as the leading one.

PROFESSIONAL EXPERIENCE

Working as Senior Finance Executive in **Orzora Enterprises DMCC**

(From 06th March 2016 to Till Now)

Reporting Person: Finance Controller of Group Company. <http://www.balaxi.com>

Balaxi Group is a professionally managed conglomerate of companies with interest in Pharmaceuticals, FMCG products, Builders Hardware, and also the FEC (Family Entertainment Centers) Industry with the branches in India, China, Portugal, Central America, USA and West Africa. “Balaxi” is a leading brand in pharmaceutical, hardware products and industrial tools. We source the product from China, India, Portugal. We have several distributions and warehouses in Angola it’s provinces in the country where we have a large range of Products for the market.

**My Responsibilities:**

* Preparing monthly consolidated financial statements profit & loss account, Balance sheet, Budget and cash flow statement of the company.
* Daily checking pipeline report, cash and bank balances of all shops.
* Accounts and Inventory Revaluation with USD to maintain accurate valuation of the books and maintaining ERF calculation on international transactions.
* Preparation of costing analysis (container costing) to define sale price, Gross profit ratio and net profit ratio on every single products.
* Plan for external & internal stocktake schedule on monthly basis. Calculate the stock difference, Adjust stock on the basis of external stock consistent differences report.
* Preparation of management reports such as Sales trends, Ageing of debtors, Assets tracking.
* Monitor international payment to suppliers and receipts from customer and other payments.
* Preparing payroll slips of all group company workers, maintaining records and issuing certificates on requirements of employees.
* Generate Reports and regularize to control and filter Financial and Sales data in order to monitor closely.
* Updating Sales tax and VAT returns every month and maintaining records.
* Assist to Financial IT systems to development of reports/automation of processes to ensure accurate and relevant data is used for managed reporting.

Worked as Accounts Executive in**Balaxi Ventures Limited**

(From 01st November 2014 to 10th February 2016)

Reporting Person: Finance Manager Site: [[**www.balaxiventures.in**](http://www.balaxiventures.in)](http://www.balaxiventures.in/)

**Responsibilities**

* Preparing monthly financial statements i.e. profit & loss account, Balance sheet including budget statement of the company.
* Verify, allocate, post and reconcile accounts payable and receivable and Balance confirmation from Parties.
* Handling the bank reconciliation statement, PDC cheques and cheque register.
* Support month-end and year-end activities.
* Develop procedures to improve efficiency. Liaise with our Financial manager and Accounting Executives to improve financial procedures.
* Calculation of exchange gain or loss on foreign transactions.
* Maintaining inventory records with batch numbers in the warehouse, tracking inwards and outwards of the inventory.
* Preparing employee payrolls, maintaining records and issuing certificates on requirements of employees.
* Compute taxes and prepare tax returns, TDS Returns, VAT Returns.
* Arrangement of H Forms to Suppliers against purchase of goods for Export In order to get exception of sales tax.

Worked as an Accountant with **Appy Overseas Private Limited**

(From 05th May 2011 to 25th September 2014)

Reporting Person: Accounts Manager.

**My Responsibilities**

* Preparing balance sheets and profit/loss statements and Submissions to manager.
* Prepare budget forecasts.
* Reconcile accounts payable and accounts receivable.
* Maintaining bank reconciliation statement and PDC cheque register.
* Check invoices and packing list with Procurement Team before making payments.
* Monitor receipts from customers and calculate Exchange rate Profit or Loss.
* Ensure timely cash payments and maintain petty cash register.
* Update all accounting transactions in Tally and Maintain Documentation, contracts and agreements.
* Compute taxes and prepare tax returns, TDS Returns, VAT Returns.
* Assist to Auditors on financial audit and closings.
* Reinforce financial data confidentiality and conduct database backups when necessary.
* Arrangement of H Forms to Suppliers against purchase of goods In order to fill Sales tax.

Educational Qualification:

* Master of Business Administration – Finance and HR. Completed in 2013

From: Osmania University – Hyderabad Telangana.

* Bachelor of Commerce – Computer Applications. Completed in 2011

From: Osmania University – Hyderabad Telangana

Skills :

* Proficiency in : MS- word, MS-Excel, MS-Power Point.
* Accounting Packages : Tally ERP 9. : SAP Business one.

: Quick Books

: Trained SAP FI ECC 6.0

* Other Basic Skills : Adobe Photoshop 7.0.

: Internet Marketing.

: Basics of E-Commerce Business.

**Strength :**

* I am a Quick Lerner and a Good Team Player.
* Hard work, Focused & Committed towards work.
* Multi-tasking and fast worker.

**Personal Detail :**

* Name : Rakhesh Chavvan
* Date of Birth : 21st of December in 1990.
* Father Name : Shashinag Chavvan
* Marital status : Married
* Gender : Male
* Languages known : English, Hindi, Telugu.
* Nationality : Indian.
* Passport no : L8132659

**Declaration**

I hereby declare that all the information mentioned above is true to my knowledge.

Place : Dubai, UAE

Date : (Signature)