



RAHUL ARAVIND

ACCOUNTANT

Details

Dubai, UAE

+971 506273616 (UAE)
+91 9746182066 (India)

aravind.rahul3@gmail.com

linkedin.com/in/rahul-aravind-23a13698

Education

B. COM

Calicut University

HIGHER SECONDARY

Board of Higher Secondary Examination, Kerala

SSLC

Board of Public Examination, Kerala

Certification

- Tally Certificate (Kerala Govt Approved)

Professional Skills

- Procure-to-Pay (P2P)
- Invoice Matching and Posting
- Accounts Management
- Financial Analysis
- Inventory Management
- GR/IR Reconciliation
- Material Receiving and Verification
- Vendor Analysis
- Financial Reporting
- ERP Systems (Microsoft Dynamics)
- Stock Level Optimization
- Tax Adjustments (IVA Calculation)
- Time Management
- Team Management
- Strong Communication

Profile

Results-driven Senior Practitioner - Finance and Administration Delivery SME with a robust background in managing procure-to-pay processes, financial reporting, and invoice management. Proficient in handling tax adjustments, GR/IR reconciliation, and vendor analysis to ensure accurate financial operations. Highly skilled in utilizing SAP(MRP&NRP), ERP systems, including Microsoft Dynamics, to streamline financial processes and enhance efficiency. Additionally, experienced as a Storekeeper, specializing in inventory management, material receiving, and stock level optimization. Recognized for maintaining high standards of quality and efficiency across finance and storekeeping operations. Seeking an Accountant position to leverage financial expertise and contribute to organizational success.

Experience

ACCOUNTANT - FINANCE AND ADMINISTRATION DELIVERY SME

IBM INDIA PVT LTD, KARNATAKA, INDIA

Jul 2019 – Jun 2024

Key Responsibilities

- Expertise in managing the complete P2P cycle, including vendor management and invoice processing for Latin America (LA) operations.
- Handling employee advance requests, reimbursement processing, and petty cash payments.
- Managing centralized control of payments, ensuring timely and accurate processing.
- Performing tax adjustments and compliance with local tax regulations (IVA calculations in Latin America).
- Matching purchase orders (PO) with invoices to ensure accuracy before processing payments.
- Managing the indexing and posting of financial documents, ensuring proper classification and compliance.
- Conducting internal audits to ensure adherence to financial policies and accurate bookkeeping.
- Reconciling Goods Receipt/Invoice Receipt accounts to ensure proper matching of goods received and invoiced.
- Conducting detailed vendor analysis, including performance tracking and payment history reviews.
- Preparing and delivering detailed reports on accounts payable, P2P processes, and vendor payments.
- Managing and posting specialized vendor payments, including exceptions and adjustments.
- Calculating and applying VAT (IVA) for invoices and financial transactions in compliance with local tax laws.
- Handling the posting of credit and debit notes related to vendor payments and invoice corrections.
- Managing intercompany payment processes and ensuring accurate accounting between entities.
- Posting both purchase order-based and non-purchase order-based invoices in the accounting system.
- Performing reversal of incorrect postings and reposting corrected entries in compliance with accounting standards.
- Managing GR/IR account reconciliation to ensure proper clearing of goods receipt and invoice receipt discrepancies.

STOREKEEPER

PREMIER COMPOSITE TECHNOLOGIES LLC UAE, DUBAI

Nov 2011 – Jul 2017

Key Responsibilities

- Checking and posting invoices and delivery notes accurately in the system.
- Creating material requests for production requirements and ensuring timely procurement.

Computer Proficiency

- SAP(MRP&NRP)
- ERP Software
- MS Word
- MS Excel
- PowerPoint
- MS Access
- MS Outlook

Languages

- English
- Hindi
- Malayalam
- Tamil
- Kannada

License Details

- **UAE FORKLIFT DRIVING LICENSE**

License No	2023085
Issue Date	09/04/2014
Expiry Date	09/04/2024
Place of Issue	Dubai

Personal Info

Nationality	Indian
DOB	07.11.1989
Gender	Male
Marital Status	Married
Passport No	P 5013545
Date of Expiry	21.11.2026

- Receiving incoming materials and verifying quality, quantity, and value against purchase orders.
- Arranging received materials in the proper locations within the store and maintaining an organized storage system.
- Issuing inventory to different jobs or departments based on requests and requirements.
- Managing store activities to maintain optimal stock levels and maximize space utilization.
- Conducting periodic physical inventory checks to ensure accuracy and prevent discrepancies.
- Coordinating with different departments for inventory needs, requests, and deliveries.
- Performing accurate data entry of inventory movements, stock levels, and transactions.
- Preparing Local Purchase Orders (LPO), Goods Receipt Notes (GRN), and Material Receipt Notes (MRN).
- Strong and advanced knowledge of Microsoft Dynamics (ERP) for managing store operations.

SELF EMPLOYEE

2017 - 2019

Achievements

- Achieved Client Satisfaction Recognition Award twice, in the years 2020, 2021, and 2022.
- Promoted to SME (Subject Matter Expert) in 2022.
- Received an award for Team Support and Best Performance.
- Received excellent appreciation from both clients and management for quality and effective work handling.

Certification

- Successfully completed One (1) day Seminar Course in the topic of FORK LIFT OPERATOR | PREMIER COMPOSITE TECH LLC | 2017
- FIRE SAFETY FUNDAMENTALS AND PROPER USE OF FIRE EXTINGUISHERS | PREMIER COMPOSITE TECH LLC | 2017
- Successfully Completed a Basic Training on Operational parameter of CLARK 2.0 TON ELECTRIC REACH TRUCK | CLARK FORKLIFT's, UAE | 2015
- LIGHT FORK LIFT | Drive Dubai | 2014
- Training Course in BASIC FIRE FIGHTING SAFETY PROTECTION | DEPARTMENT GENERAL OF CIVIL DEFENCE/ DUBAI | 2012

Declaration

Hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of the belief and knowledge.

RAHUL ARAVIND