




# Rajesh Hotwani

Chartered Accountant

 Dubai, United Arab  
Emirates 0000

 +971554731182

 rajesh.hotwani2@gmail.  
com



To join an organization that will provide challenging opportunity in the field of Accounting/Finance and tremendous career growth opportunities. To advance career as renown chartered accountant.

## PROFILE SYNOPSIS

Chartered Accountant with +10 years of experience across Gulf Countries & India in Retail and Real Estate in; Strategic Planning Accounts & Finance Internal & External Auditing Financial Management & Control Variance Analysis Budgeting Payables / Receivables ERP Implementation Cash Flow Management well-versed in management principles and practices of accounting, budget development and administration and auditing of financial documents and records. Strong technical knowledge of general ledger, accounts payable, accounts receivable and payroll functions to effectively oversee tasks. Actively engages with staff to train, supervise and support financial performance and functions.



## Skills

- International Financial Reporting Standards ● ● ● ● ●
- Comprehensive exposure to Accounting & Auditing Software, SAP, Oracle Financial (R 12), Navision, MS Office (Outlook, Word & Excel), Tally, and Business Software Applications. ● ● ● ● ●
- Financial verification ● ● ● ● ●
- Record assessment ● ● ● ● ●
- TAX ● ● ● ● ●



## Work History

### ● Deputy Finance Manager

*ARM Holding (Shared Services), Dubai*

- Implementation of Oracle, Salesforce, Mobile App, Community Portal.
- Responsible for managing and overseeing the Record to Report process. This includes ensuring accurate and timely financial

2021-03 - Current

2020-05 - 2021-02

reporting, managing the month-end close process, and overseeing the general ledger.

- Partnered with IT and operational leadership to develop financial business plans with detailed benchmarks.
- Executed vendor setup and payment, administration of bank accounts and account reconciliations.
- Completed filings and upheld strict compliance with regulatory agencies and supervisors.
- Supported operations management, sales, and marketing efforts to increase revenue and overall financial health.
- Monitored budget and revenue trends, compiling reports for company leadership to inform decision-making.
- Reviewed documentation and identified financial discrepancies where applicable.
- Researched and facilitated software integration to streamline accounting and financial processes.
- Managed investments to diversify financial portfolios and grow revenue.
- 
- Created organizational structures to improve accounting and finance functions.
- Trained new and existing staff members in various financial procedures to prepare for job requirements.

## **Assistant Manager Finance**

*Airolink International Construction LLC, Dubai*

- Oversee the entire finance functions and ensure that all the financial transactions are posted timely and accurately, in line with company policies and deadlines.
- Directly reporting to the FM/GM with accurate and timely financial and management reports and answer accounting and financial questions, as needed
- Regular cash flow forecasts and ensure that sufficient funds are available to meet the project payments.
- Month-end accrual of all project costs for materials and subcontracts, proper allocation of costs to projects and reporting of monthly project costs to the commercial and project team
- Manage bank facilities such as advance payment guarantees, performance bonds, LCs, ODs, etc.
- Analyzing project cost to date, WIP and cost to complete to ensure works are certified without delay.
- Approving and releasing payment vouchers for both suppliers and subcontractors
- Finalizing and approving monthly staff payroll and WPS processing
- Helping and managing a team of 20 accountants to ensure proper bookkeeping of transactions.
- Chasing for customer collections, receivables management, supplier payment negotiations

2018-07 - 2020-04

- Analyzing VAT transactions and timely submission of VAT returns and tax payments
- Support for procurement, HR, administration, and commercial teams
- Strong experience in ERP Systems Implementation, Support and Project Management.

## **Accounts Manager Finance**

*Lals, Shared Services*

- Responsible for closure of books of accounts of group shared services, intercompany and associates' transactions, shareholder's accounts, budgeting & forecasting, consolidation, process review, VAT compliances for group and owners' personal companies and internal audit; reporting to Vice President - Finance and CFO, Lals Group
- Lead closing of books on a monthly basis with other accounting divisions within the group timelines
- Assist in the annual budgeting process by preparing detailed budgets for individual business units, consolidated budgets and key analysis to support the budgets.
- Interpret and provide accurate and timely management reports for business planning and decision-making.
- Assist in finalization of annual reports and audit.
- Prepare, review and submit monthly VAT returns for the group, associates and owner's personal companies.
- Manage and assist with VAT compliance queries across the group.
- Perform internal audit for group companies and associates

2013-11 - 2020-04

## **Accounts Manager**

*Arabian Center, A LALS GROUP DIVISION*

- Monitor the day-to-day financial operations within the company, such as payroll, invoicing, and other transactions.
- Managing 325 tenants between 3 malls & responsible for collecting receivable over AED 125 million
- Managing & updating weekly MIS related to receivables for Management meeting.
- Analyzing & give suggestion to leasing regarding tenant renewal based on history whether they should be renewed, or we need to find replacement.
- Regular follow up on overdue rental & bounced cheque and if in case of nonrecovery transfer the file to recovery/legal department in order to take further action.
- Reviewed accounts receivable aging report to ensure compliance as well as research and resolve any payment discrepancies.
- Proficient in managing wide spectrum of finance & accounts activities encompassing Accounts Payable, Accounts Receivables, Bank Reconciliation, Financial Reporting and Finalization of Accounts

- Possesses analytical & organizational abilities with adeptness in formulating accounting systems, preparing accounting records and financial statements
- Preparing & maintaining statutory books of accounts viz
- Journal, ledger, cash book and subsidiaries in compliance with time & accuracy norms
- Presenting a true and fair view of the financial position by finalization and reconciling financial statements viz
- Ledgers, P&L Account and Balance Sheet
- Maintaining MIS & reports entailing forecast, cash flow, turnover, customer outstanding and collection statement; evaluating them for facilitating decision-making process
- Dealing with the preparation and submission of VAT and VAT returns monthly.

## **Accounts Manager**

*Al Safeer Group of Companies*

- Reporting directly to Group Finance Director and yielding over AED 1500 million in gross revenue
- Handling month-end closing, accounts receivable, accounts payables inventory analysis, capital expenditure reporting
- In -depth knowledge of accounting programs like, Oracle E-Business Suite - R12, Navision
- Preparation of Bank Reconciliation Statement
- Analyzing financial data and preparing financial statements and accounting information and reports for senior managers and directors and proposing recommendations
- In charge of Client and Supplier payments
- Handling overall fund requirement monthly for all the business needs and source of funding the same
- Scrutinizing feasibility studies for upcoming projects and developing MIS reports.
- Creating the budget and conducting variance analysis between actual & budgeted
- Preparing the month-end accounting reports including flash statements, P & L accounts with schedules and analysis on revenue, capital & budgets
- Suggesting measures to improve existing system
- Producing expense reports and investigating variances
- Review & analysis of credit notes issuance.

## **Audit Assistant**

*Rajiv Trehan & Co, Jaipur*

- Key Deliverables:
- Conducted statutory, internal and tax audit of various corporate entities.

2007-02 - 2010-08

- Carried out audits in compliance with accounting and auditing principles & standards.
- Created variance analysis report and summarized financial audit statement by highlighting its strengths & weaknesses to the senior management.
- Communicated audit findings with the clients and discussed necessary adjustments with them.

## Audit Executive

*J.M Saini & Co, Swastik cooper Pvt.Ltd, Diechem Industries Pvt. Ltd, Aditya Aluminium Pvt, Shankar Buildcon Pvt.Ltd, Jaipur*

- Naveen Textiles, Rang Laxmi,
- Trading,
- Ltd
- Anamika conductors
- Ltd, Adity transformers,
- Real Estate: Business Services: State Bank of Mysore and State Bank of India
- Audits
- Dealing with different clients to understand their Trading scopes and status of accountings.
- Managing their financial systems and budgets
- Performing periodic financial audit of the company
- Physical stock take and valuation as on the year end in accordance with Accounting Standard issued by ICAI
- Prepared financial statements, including monthly and annual accounts.
- Analysis of draft financial statements including notes to accounts.

2006-01 - 2011-01



## Education

### Chartered Accountant: Finance And Account

*Institute of Chartered Accountants of India - India*

### CMA

*Institute of Management Accountant*

### B. Com (Honors): Accounts And Finance

*University of Rajasthan - Jaipur*

2006-01 - 2009-01



## Software

Oracle, CIMS, Tally, Navision, Salesforce, ZOHO

●●●●●  
Advanced



## Languages

English, Hindi