**** **RESUME**

**BASUDEV**

**Email:** [**BASUDEV.362497@2freemail.com**](mailto:BASUDEV.362497@2freemail.com)

## Career Profile:

* **Finance, Analyzing, Accounting & Reporting profession having total over 11.5 years of experience with Accounting, Finance & Cost & Management Accountancy (CMA) qualifications.**
* **Over 4.5 years of International working experience in a reputed public listed Contracting company in KSA**
* **Experiences in CA firm & multiple organizations like Contracting, Manufacturing &Trading & Real Estate.**

**Career Objective:**

**Hardworking & constantly explore new horizons & achieve higher goals, pursuing a challenging career. With the enthusiastic attitude I would like to broaden & develop my skills while contributing towards the success of organization productivity & growth.**

**Strengths & Skills:**

* **Achievement oriented with an ability to manage change with ease & work well under pressure.**
* **Proven strength in problem solving, empathetic, strong coordination & communication.**
* **Attention to Detail, Creativity, Flexibility, Dedication.**
* **Interpersonal, organizing skills, Commitment to fulfill the task & meet deadlines.**
* **Team management skills with positive attitude, and determination.**

**Competencies & Experience:**

**Accounts Receivable Specialist, Credit controlling & Collection, Financial Accounting & Analyzing, Projects & BU’s Accounting, Financial Planning, Budgeting, Forecasting, Revenue Recognition, Accounts Payable, financial statements (Balance sheet, Profit & Loss accounts, Cash Flows), Variance Analyzing, Finalization of accounts, MIS reporting, Internal & Statutory Auditing, Taxation (Sales Tax, VAT, TDS, Service Tax), Assessments, Fixed Assets, Banking (Day to day transactions, TRF, NEFT, RTGS), Reconciliations, Knowledge of IAS, IFRS, Oracle & Team Lead.**

**Qualification-Educational & Professional:**

* **Bachelor of Commerce : Specialize with Accounting Honors from Calcutta University, India in 2005.**
* **CMA : ICAI (The Institute of Cost Accountants of India) - Intermediate qualified in 2011.**
* **MBA (Finance) : From National Institution of Business Management, India in 2009.**
* **CAF : Certification in Computing, Accounting and Finance from CMC Ltd. (A TATA Enterprise), New Delhi, India.**

**Accounting Software & Computer Qualification:**

* **ERP Oracle (R-12) - AR, AP, GL module.**
* **Tally - 7.2 Graduates, from Tally Solutions Pvt. Ltd. & Tally ERP-9.**
* **M.S.-Office (Excel, Word, Power-point), M.S.-Outlook, Internet Surfing.**

### Working Experience

**Organizations & Positions:**

**5) Sr. Accountant & Credit Controller & Collection (Financial Analyzing & Reporting)**

**(From June 2012 to November 2016)**

**Abdullah A.M. Al-Khodari Sons Co., a Saudi Joint Stock Company**

**(About company: It is a well-established Public Listed Contracting Company in Kingdom of Saudi Arabia which following international standard.)**

**Key Responsibilities: Accounts Receivable Specialist & Credit Controlling, Accounts Payable, Financial Accounting & Analyzing, Projects & BU’s Accounting, Financial Planning, Budgeting, Forecasting, Revenue Recognition, Financial Statements (Balance sheet, Profit & Loss accounts, Cash Flows), Allocation, Variance Analyzing, Finalization of accounts, MIS reporting, Banking, Internal & Statutory Auditing, Fixed Assets, Reconciliations, Inter Company, Team Lead, Detailed projects report, GL & sub-ledger activities, Daily transaction validate, Knowledge of IAS & IFRS.**

**4) Sr. Accounts Officer (1 year & 6 months)**

**Cobra Instalaciones Y Servicios India Pvt. Ltd., New Friends Colony, New Delhi.**

**(About company: Cobra is a Spain MNC and well diversified contracting infrastructure company and a global leader in executing infrastructure projects and having presence in all verticals, like Power Plant, Power Transmission line, Dam, Roads, Rail Project, etc.)**

**3) Finance & Accounts Executive (2 years & 6 months)**

**Bajaj Communications Pvt. Ltd., Maya Puri, New Delhi.**

**(About company: It is an ISO Certified manufacturing & trading company of Automobile Accessories, Electronics Goods and all types of Security Systems used in car, motorcycle.)**

**2) Assistance Accountant (2 years)**

**Hindustan Buildwell Pvt. Ltd., Jhandawalan, New Delhi.**

**(About company: It is a Construction & Real Estate co.)**

**1) Accounts Trainee (1 year)**

**P.L. Arora & Co. (Chartered Accountant firm) Karol Bagh, New Delhi.**

**Key Responsibilities: Day to day financial accounting, Accounts Receivables & Payables, Banking, Fixed assets, internal & external auditing, finalization of accounts, MIS reporting, Debtors & Creditors analyzing, cash flows, budgeting & variance analyzing, allocation, various expenses report, reconciliation-bank, debtors & creditors, taxation (Sales Tax, VAT, TDS, Service Tax), Assessments, preparation of financial statement & balance sheet, working closely with external auditors and financial institutions.**

##### **Key Functional Area & Related Credentials**

**As part of Accounts Receivable functions:**

* **Looking after end to end accounts receivables operations for all customers.**
* **Evaluate customer contracts/agreements to ensure proper revenue recognition in accordance with company policy and revenue recognition accounting standards under the POC method.**
* **Accomplishing revenue accounting objectives by reviewing all revenue related processes and developing solutions for streamlining the processes and increasing business efficiency**
* **Ensure all invoices are timely completed as per the agreed terms and condition**
* **Responsible for optimization of cash inflows through improved billing & submission of customer statements**
* **Report revenues on monthly basis and highlight the high-risk areas, which require management attention.**
* **Responsible for all project accounting and department accounting.**
* **Maintain the general ledger by analyzing & recording the revenues & other incomes.**
* **Monitor AR on daily basis and clearing the incoming payments in books of accounts.**
* **Analyzing the discrepancies in the books of accounts & reports on deviations from credit standards.**
* **Follow-up for AR balance confirmation with the customers as per company policy.**
* **Age -Wise analysis of sundry debtors, prepare & improve Days sales outstanding (DSO).**
* **Provisions, Adjustments, Write-off & activities of credit & debit - note as per company policy.**
* **Billing Analyzing, Investigate & resolve the discrepancies or misapplied cash transactions.**
* **Reconciliation statements of debtors & resolve the discrepancies of uncollectable.**
* **Advice the management on the profile of customers based on their collection profile for business to take considered decisions on customers.**
* **Lead the automation process for Revenue and Receivables and be the super user of the functional module.**

**As part of Accounts Payable functions:**

* **Validation of vendor/sub-contractor invoices after receiving the requested material.**
* **Ensuring timely accounting of all vendor/suppliers invoices including posting.**
* **Payable Accounting of expenses in correct head, adequacy of expenses provision & adjustments.**
* **Age -Wise analysis of sundry creditors, Days payable outstanding reports.**
* **Clearing of vendor/sub-contractor advances & payable reconciliation as per set norms.**
* **Interaction with Business and non-financial team on payout related matters.**
* **Ensuring monthly, quarterly end closing activities, Statutory and internal audit.**
* **Analysis of vendor/sub-contractor payment to make ensure timely payments as well as identify the causes of late payments &/or lost discounts.**
* **Timely payments to vendor/sub-contractor, recurring expenses.**

**As part of treasury & banking functions:**

* **Monitoring & Recording the transactions of day to day bank receipts & payments, interest, bank charges.**
* **Bank Reconciliation Statements with proper records & confirmation with the bank.**
* **Working with the treasury & bank to get the accurate & timely information on daily transactions.**
* **Participate in fund management & allocation with various requirements.**
* **Activities of Transfers, NEFT, RTGS & other related activities as per requirements.**
* **Co-ordinate/liaise with banks for the daily banking activities & Working knowledge of LG & LC.**

**As part of Credit Controlling functions:**

* **Follow-up with the clients, individuals or stack holders for outstanding due from.**
* **Investigate collection problem on corporate A/R policies & procedures.**
* **Forecasting reports of collection based on commitments from various sources.**
* **Meet daily cash & debtor targets set by the managements.**
* **Assures adherence the credit controlling policy planned/recommended by the management.**
* **Ensure that debts are paid in time as per the commitments & any deviation report to management.**
* **Maintain accurate records of all chasing/follow-up activities of debtors.**
* **Assist management in the setting-up of the credit control system.**
* **Attain various meeting & prepare minutes of meeting with various action plan for receivables.**
* **Respond promptly & completely to both external and internal enquiries.**
* **Assist in developing the credit management capability within the practice.**

**As part of MIS Report & Financial Statement Functions:**

* **Financial statements (P&L a/c, B/Sheet, cash-flow, allocation, amortization, forecasting & budgeting).**
* **Financial Planning and Analyzing of projects and departments.**
* **Responsible for the monthly, quarterly & yearly closing.**
* **Responsible for the customization and automation of accounts and reports.**
* **Reports as per the requirements of CMA (capital market authorities) & financial institutions.**
* **Monthly closing reports (MCR), projects fund requirements (PFR).**
* **Detailed projects reports (DPR), statements of expenses & there variance analysis.**
* **Billing reports & there comparison analysis with planned billing set out by the management.**
* **Collection reports & there comparison with forecasted collection which set out from various sources.**
* **Extracting and analyzing of various reports from the systems.**
* **Various type**s **of Ad-hoc reports as per requirement (for internal & external agencies).**

**As part of taxation functions:**

* **Calculating, depositing & accounting of different types of direct & indirect tax (VAT, ST, Excise, Income Tax).**
* **Co-ordinates & compliances with the requirements for the tax returns with statutory consultants.**
* **Compliances with the requirements for the assessments.**

**As part of auditing functions:**

* **Carried out internal audits for the purpose of ensuring the accuracy, appropriateness, improve overall efficiency & streamline the operations.**
* **Coordination & assists the internal as well as external auditors (E&Y & BDO) for the purpose of providing the supports, documentation & comply the auditing works.**
* **Verify the transactions comply with financial policies & procedures for statutory audits.**
* **Auditing schedules/reports as per the internal as well as statutory audit requirements & disclosures.**
* **Reconciliation, balance conformation and accounts copies in the other party’s accounts.**
* **Compliances of month, quarter & year-end financial statements with various analyses.**

**As part of other general accounting functions:**

* **Fixed assets, related parties transactions, Inter - company transactions, branch accounting.**
* **Perform any other related duties delegated by the management to maintain the company general ledger.**

**Personal Information**

**Nationality : Indian**

**Marital Status : Married**

**Position Reports to: Manager, CFO.**