**Kishori**

**Accounts & Finance Professional**

(M.COM, MBA)

 **E-mail:** kishori-392342@2freemail.com



Qualified professional with nearly 10years of work experience in finance, general accounts and cash management. Skilled in Ensuring accurate financial recording, reporting, consolidation, accounts and variance analysis to ensure consistency and timely submission. Identify differences between projected and actual results. Dynamic, quick learner and hardworking team player with excellent communication, analytical and problem solving. Versed with Accounting packages -ERP Tally, Busy, Logic plus MS Office applications.

**STRENGTHS**

* 10+ years’ experience in the profession
* Responsible – Dedicated– Goal oriented
* Good analytical & problem solving skills
* Perform efficiently under work pressure



* Financially Astute & Computer Literate
* Store Management
* Administration of site Project
* Ensure Labour compliance Act

**Qualifications**



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| --- | --- |
| **Master of Business Administration** | **2013** |
| Indian School of Business Management & Administration Ludhiana (PB) , India |  |
| **Master of Commerce** | **2008** |
| Himachal Pradesh University Shimla, India |  |
| **Bachelor of Commerce** | **2004** |
| Himachal Pradesh University Shimla, India |  |
| **Tally Financial Accounting Certification** | **2006** |
| Institute of Amass Education, Hamirpur ,(H.P), India |  |



**Achievements**



* Gained comprehensive knowledge and understanding of the entire Project commercial operations, their documentation requirement and subsequent accounting and reporting.
* Appreciation rewards by Management.



**Work Experience**

**SITE COMMERICAL MANAGER (December 2010 to Present )**

India



**Projects**

* Working as Site Commercial Manager in an Energy Transmission ,765/400Kv AIS Substation Project of M/S Khargone Transmission Limited/ SPGVL, Khandwa(MP),India
* Worked as Site Commercial Manager in a Energy Transmission 765Kv Bay AIS Substation Project of M/S STERLITE POWER GRID VENTURE LTD Dhule(MH), India.
* Worked as Site Commercial Manager in an Energy Transmission 400/220Kv SVC Substation Project of M/S POWERGRID CORPORATION OF INDIA LTD Kankroli (RJ) & 400/220Kv SVC Substation Project of POWERGRID CORPORATION OF INDIA LTD Ludhiana(PB.)**,** India.
* Worked as Site Commercial In-charge in an Energy Transmission 400/220Kv Substation project of M/S POWERGRID CORPORATION OF INDIA LTD. Muzaffarpur -Bihar, India.
* Worked as Site Commercial In-charge in an Energy Transmission 400/220Kv Substation project of PSTCL in consultancy of POWERGRID CORPORATION OF INDIA LTD. Dhuri , (PB), India.

**Job Profile**

Administration of site project, Billing to client as per LOA, MIS Report to head office related schedule for management information, Auditing, Verification of Vendor billing document, Material procurement, Store management & reconciliation all type account, Monitoring internal control system at site, Checking all Labour compliance documents under Labour Act and BOCW and filling related Annual and half yearly return, Monitoring Project material Logistics, Handle all types of expenses as per company policy /guideline.

**ACCOUNTANT (December 2008 to December 2010)**

**Company Name - M/S EM PEE MOTOR LIMITED**

Plot No -177 H, Industrial Area Ph-1. Chandigarh, (INDIA)

(It is a LTD Company dealer for TOYOTA, YAMAHA, and BPCL. Here I worked as Accountant.



**Job Profile**

Maintaining day to day books of all accounts, Reconciliation of all types of accounts, Administration of office, Preparation of MIS reports, Sales Tax, Service tax return filling, Branch reconciliation, Stock Management, Auditing, and Finalization of Accounts.



**Area of Expertise**

* Apply fundamental knowledge of accounting principles and become acquainted with departmental processes and procedures.
* Perform a variety of accounting functions including examination, analysis, maintenance, reconciliation and verification of financial records under direct supervision.
* Participate in costing, auditing, management activities.
* Work on computers programmed with accounting software to carry out assigned duties.
* Assist Chief Accountant in accounts finalization, monthly book closing procedures and in preparing financial statements such as balance sheet and profit & loss statement.
* Liaise with, auditors, suppliers, and all third parties dealing with the company.
* Prepare and uphold confidentiality of correspondences, documents and reports.
* Material Management and Store Management as per store guideline as per nature of goods.
* Ensure Labour compliance act
* Monitoring all types of expenses as per company policy/guideline



**IT Skill**

* MS Office Suite Internet & E-mail Applications.
* Knowledge in accounting application Tally, Busy, Logic.



**Personal Detail**

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| Nationality | : | Indian |
| Date of Birth | : | 8th March 1982 |
| Marital Status | : | Married |
| Languages | : | English & Hindi |



**Reference**

Will furnish upon request

Kishori