**RESUME**

# RAJNEET

**B.Com, ACMA (AIR 23rd)**

Rajneet-392487@2freemail.com

Seeking challenging assignments in Finance & Accounts Operation with an organization of repute***.***

**AN OVERVIEW**

* Qualified Cost Accountant (All over India 23rd Rank Holder) with 8 Years’ experience in Statutory Audit, Financial Reporting, Budgeting, MIS, TDS and Finance & Accounts.
* Strong analytical & organizational abilities with adeptness in formulating accounting systems, preparing accounting records and financial statements.
* An effective leader with excellent communication, analytical, team building & relationship management skills.

**CORE COMPETENCIES**

Financial Planning & Operations, Accounting Functions, Taxation (TDS, Service Tax, GST, Other), MIS Reporting, Budgeting & Forecasting, Revenue Monitoring, Cost Controlling, Statutory Compliances, Audit Facilitation, Banking Activities: LC/BG, Business & Financial Analysis, Liaison & Coordination, Analytical Skills, FP&A, Ind AS, SAP, Tally, Advance Excel.

**PROFESSIONAL EXPERIENCE**

**DPS GHAZIABAD SOCIETY - CENTRAL OFFICE (SAKET DELHI)**  **SINCE MAY 2017 – JUNE2019**

**Assistant Manager- F&A**

* Supervising & Controlling Finance and account activities for all the Gurugram Entities.
* Preparation & finalization of yearly wise budgets for Schools. It includes preparation of budgeted P&L and budgeted cash flows.
* Variance Analysis – actual vs. budgets on a monthly basis.

• Performed general ledger analysis, account analysis, journal entries and multi bank reconciliations.

* Responsible for Financials B/S, P&L and CF.
* Oversee the accounts payable & accounts receivable activities.
* Responsible for Revenue generation and cost control.
* Managing Cash/Fund Flow on weekly basis.
* Responsible for Statutory Liabilities; TDS Etc.
* MIS and Reporting
* Responsible for procurement of material and services in line with budget
* Responsible for maintaining & preparing monthly payroll processing.
* Responsible for Internal & Statutory Audit
* Inter Unit, Inter Division and Inter Company Reconciliation.

**WFM PVT. LTD. (GURUGRAM) SINCE JAN 2014 – APR 2017**

**Assistant Manager - F&A**

* Develop Financial Planning and formulate annual budget, ensuring funding of all activities, monitor expenditures against approval levels.
* Responsible for Financials B/S, P&L and CF.
* Responsible for Revenue generation and cost control.
* Managing Cash/Fund Flow on weekly basis.
* Responsible for Statutory Liabilities; TDS, Service Tax, etc.
* Responsible for procurement of material and services in line with budget
* Responsible for Statutory Audit
* Preparation of Bank Reconciliation Statement.
* Monitoring AP & Ensure the timely payments of Creditors.
* Monitoring AR & Ensure the timely collections from Debtors.
* Managing contract negotiation with customers, finalization & supervising Monthly Maintenance Invoicing generation process activity for various customers.

**VAISHREE HOTEL PVT. LTD (GURUGRAM) SINCE FEB 2012 – NOV 2013**

**Senior Executive –F&A**

* Responsible for maintaining Books of Accounts.
* Preparing Financials i.e. BS, P&L, CF.
* Preparing Bank Reconciliation.
* Supervising monthly bill generation process for various customers
* Handling Foreign Exchange dealings
* Prepare MIS and financial analysis using various reports and presenting to Management on weekly/monthly/yearly basis.
* Responsible for Accounts Payable and Accounts Receivable.

**SODHISONS MECHANICAL WORKS PVT LTD (DELHI) SINCE NOV 2010 – JAN 2012**

**Executive - Accounts**

* Responsible for maintaining Books of Accounts.
* Preparing Financials i.e. BS, P&L, CF.
* Preparing Bank Reconciliation.
* Supervising monthly bill generation process for various customers
* Worked on Accounts Software- Tally
* Responsible for Accounts Payable and Accounts Receivable.

**EDUCATION**

* ICAI from The Institute of Cost Accountants of India (2010).
* B.Com from Bharti College (NCWEB), Delhi University (2009).

**IT SKILL SET**

* MS-Excel and Power Point.
* SAP
* Tally-ERP

**PERSONAL DETAILS**

**Date of Birth :** 17th Mar 1989

**Marital Status :** Single

**Languages known :** English, Hindi, Panjabi