



SANDEEP RAVAL

Email✉: - sandysingh.1964@rediffmail.com

Current Location: - Ahmedabad, Gujarat

Permanent Location: - Udaipur, Rajasthan

JOB PROFILE: - ACCOUNTS & FINANCE

CORE-SKILLS

Accounts Payable Executive

- ✓ Invoice Processing & JV Posting (VIM)
- ✓ Vendor/Suppliers Payments
- ✓ Vendor Reconciliation
- ✓ Vendor Ageing
- ✓ Bank Reconciliation
- ✓ Import/Custom/CHA Invoice Processing
- ✓ TDS & GST Reporting & Checking
- ✓ Internal Control & Risk Assessment
- ✓ Vendor Ageing
- ✓ Employee Reimbursements
- ✓ GL Accounting & Scrutiny
- ✓ Monthly/Yearly Provisions
- ✓ Sale Invoicing (e-Invoicing), GRN & Service Entries
- ✓ GL & Debtors/Creditors Reconciliation

PROFILE-SUMMARY

- Professional with more than **8.5 Years** of Post-Qualification Experience in the field Accounts Payable (**SAP FICO Module**).
- Working Experience of large manufacturing organizations.
- Working Experience of Team Handling, Leading.
- Efficient In Technical Analysis Tools and Systems.
- Passion and dedication to work with a great organization.
- Well versed with SAP FI/Co , MM T-codes.

ACADEMICS

| Qualification | School/Institute | Board/ University | Year | Percentage |
|-------------------------|--|-------------------|---------|------------|
| SSC (10 th) | Kendriya Vidyalaya No-2 Eklinggarh Army Cantt Udaipur Rajasthan | CBSE | 2008-09 | 69.20% |
| HSC (12 th) | Kendriya Vidyalaya No-2 Eklinggarh Army Cantt Udaipur Rajasthan | CBSE | 2010-11 | 60.60% |
| BCOM (UG) | Bhupal Nobles PG College (Mohan Lal Sukhadia University) Udaipur | MLSU | 2011-14 | 60.62% |
| MBA FINANCE | Emperial Institute of Management Science & Research | Distance | 2016-18 | 70.00% |

WORK-EXPERIENCE

❖ Adani Enterprises Ltd, Ahmedabad

Aug-22 to Present

➔ Designation: - Executive - Internal Control (Accounts Payable)

adani

Adani Enterprises Limited

Job Profile:

- Invoice Processing Through Vendor Invoice Management (VIM)
- Invoice Duplicate Checking (after posting)
- Liquidity Damage Checking
- NIS Checking (before posting)
- TDS Applicability Checking

- MIS Report for Dashboard
- Risk Assessment
- Advance Adjustment Checking

❖ G R Infraprojects Ltd, Udaipur

Nov-21 to July-22

➔ Designation: - Senior Accounts Executive



Job Profile:

1. Posting of Invoices (various Sites over India)
2. Posting of Sub-Con PRW Invoices
3. Release Purchase Orders
4. Making of Cash Flow Statement (Monthly)
5. Making of TDS Reports (Monthly)
6. Preparing monthly MIS and Provision RJV (All Sites)
7. Vendors & Debtors Aging (All Sites)
8. Coordinating with Sites – Timely closing of books of A/c, Invoice processing and Adjustments.

❖ IRB Infrastructure Developers Limited, Udaipur

Oct-18 to Jun-21

➔ Designation: - Accounts Executive – Modern Road Makers Pvt Ltd SPV (100% Subsidiary of IRB)



Job Profile:

- **Account Payment:** - Payment of All Suppliers/Creditors on regular basis & Also prepare Bank Reconciliation statement.
- **MIS:** - Preparation of Fund requirement & Budget Control, agency wise payable for the site on regular basis by checking overall expenses (direct and indirect) and requirement of various sites i.e. Overhead, cash expenses, lease hiring & royalty, mess facilities & accommodation, utilities etc.
- **Part Road Work (PRW):** - Processing of Part Road work (PRW) invoices (RA Bills) on Monthly basis by checking all retentions and advances, held up & statutory compliances, up to date and last billing, material issue & returned to and from, JV posting and adjustments of sub-contractors (**Aware of all payable related SAP T-codes**).
- **Sale Invoices & Credit Notes (E-Invoicing):** - Preparation of Sale invoice and credit notes for contractors and vendors throughout checking & collecting of delivery challan and return notes from various sites ensuring proper material reconciliation (**Material Issue to Contractors**).
- **Invoice Processing:** - Processing of Invoices (MIRO) received (PO & Non-PO related) from sites on daily basis (on SAP) & petty cash entries.
- **Reconciliations:** - Vendor Reconciliation, GL Reconciliation, Customer reconciliation.
- **E- Invoicing:** Preparation of E-way bills & e-Invoicing Templates & Uploading for Interstate material Transfer and entries into SAP.

❖ J K Cement Works Limited, Nimbahera (Rajasthan)

Dec-2014– June-2018

➔ Designation: - Junior Accounts Officer

As a Junior Officer (Accounts), I have handled overall plant accounting, and other routine activities. (**CAPEX & Non-Capex both**).



Job Profile:

- Making Account Payment (CAPEX & OPEX) regarding all Service, Capitals Goods, Project & Operation. Repairs & Maintenance, Transportation, Manpower supply, & Material and other miscellaneous payment (Regular Basis).
- Posting of all type of vouchers for adjustment, payments & Recovery (Regular).
- Bank Reconciliation (Monthly Basis).
- Making of GRN & service entries for service invoices & Purchase requisition of material required (Monthly Basis).
- Employees Reimbursement & its Adjustments (TA Bills & Imprest).
- Preparation of reports for Audit Purpose (both Internal & External Audit).
- Processing & passing (MIRO) of all service contract invoices for plant & civil, operation & repairs, maintenance, manpower supply and ensuring GST, TDS, Service tax, Advances & material check, and other deductions. (Daily)
- Processing & passing high volume invoices i.e. All Raw Material, Fuel, Supplier, Transporters (Freight), and Clinker, all Stores & spares, HDPE packing Bags & other Misc. Invoices of material ensuring VAT, CST, Excise Entry Tax. (Daily)
- Processing & passing of GTA invoices of Railway freight, Bill of Entries, supervision & handling & custom clearance of invoices. (weekly)
- Petty Cash book Entries. (Daily)
- Processing and passing of all direct non-PO miscellaneous invoices.
- Reconciliation of General ledger, Vendor Account, Employee Account, Raw Material & service Account on weekly basis. (Monthly)
- General Ledger Scrutiny (Maintaining Monthly records of all expenses during the month)-Monthly
- Corresponding with vendors, concerned person and respond to inquiries, maintaining vendor files, raising, and tracking invoices.

IT- SKILLS

- ✓ Accounting Software → **SAP – FICO HANA (8.5 Year Exp.)**, Oracle & Tally
- ✓ MS Office Tools → Working Knowledge of **Advance Excel**, Word & PPT Presentation.
- ✓ Certificate course → Diploma in Computer Applications.

KEY - ACCOUNTABILITY

- Ensure Timely Closing of Books of account (Monthly, Quarterly & Yearly)
- Ensure those invoices are processed and Vendor/Supplier payment within agreed SLAs.
- Assist in by making reports in Finalization of Accounts.
- Ensure zero 'Compliance' and 'Financial' defect in vendor payments consistently.
- Pro-actively support GL, and Audit teams during period close. Resolve queries if any.
- Review and suggest ways of improvements in the processes
- Ensure Audit at Proper time and adhere to Statutory Compliances to Bill Passing Section

DECLARATION

I hereby declare that the above-mentioned information is true to the best of my knowledge.

SANDEEP KUMAR RAVAL
Udaipur, Rajasthan