

Rakesh Sharma

Address: 31 Green Town Benad Road Dadi Ka Phatak

Jhotwara Jaipur (Rajasthan)

Mobile: +91-9672976429

Email: rakeshsharma.bjp@gmail.com

Professional Experience: 15+ years (with *2-year overseas*)

Current Position: Sr. Manager- Accounts and Finance

Reporting to: Group Head -Accounts & Finance

Professional Area: Financial Accounting / Corporate Reporting / Accounts Payable / Accounts Receivable / Budgeting / Forecasting / MIS reporting / Cash Flow/ Projected Cash Flow / Fund Management/ Bank & Cash Management / Cost Control / Project cost analysis with Actuals / Budget

Technical Skills

- **SAP (S4 HANA)** - 10 Years / ERP, Tally, MS Office

Concern Area: -

- Financial planning, budgeting, forecasting and project cost analysis, fund management, working capital management and systems processes and procedures
- Manage the Monthly Financial Closing Process, including ensuring all costs incurred are properly recorded, reviewing journal entries, account balance reconciliations and report preparation
- Coordinate, including being able to perform, activities across the various accounting functions: accounts payable, accounts receivable, payroll, cash and treasury management and general accounting
- Review and supervise Monthly Reconciliation of General Ledger accounts including bank reconciliations.
- Participate in the ongoing development/establishment of Accounting Policies and Procedures and operational strategies including the review and implementation of process and system
- Assisting leadership in the Annual Budgeting and Planning Process; administering and reviewing all financial plans and comparing to actual results with a view to identifying, explaining and correcting variances as appropriate
- Serves as a backup for Manager of Financial Reporting.
- Monthly financial statements for management review to include income statement, balance sheet and supporting schedules.
- Lead the Implementation of Newly Acquired Modules and tools to achieve cost savings and efficiencies.
- Assist Staff Accountants in resolving issues or difficulties in the performance of their work and knowing when issues should be escalated.

- Periodically Review of work procedures and responsibility grids to ensure they accurately reflect work being done. Suggest updates to department policies to reflect actual practices.
- Assist with the Selection and Hiring Process of Accountants and managers for the Accounting team.
- Collaborate with External Auditors to ensure successful audit results and compliance.

Employment History

2. Current Employment:

Company:	GA INFRA ENGEERING PRIVATE LIMITED, JAIPUR
Designation:	Sr. Manager - Accounts & Finance- Corporate
Reporting to:	Accounts & Finance – Head
Duration:	From 29 th July 2022 to till date

Roles & Responsibilities:

- Co-ordinate & support to site accounts team for all accounting & financial related issues.
- Checking & Posting of business transactions, process invoices, verify financial data for use in maintaining accounts payable records
- Ensure the accuracy of an organization's financial documents for payment, auditing and tax purposes
- Prepare Ageing & Monitoring to ensure payments are made to vendors in a timely manner
- Prepare ageing report of MSME vendor & Non MSME Vendor and make a payout plan.
- General ledger / Vendor ledger / Customer Scrutiny on timely basis.
- Review & Control of project-wise accounting.
- Review & analysis of Open GR/IR, SR/IR & FR/IR accounts and close on timely basis.
- Review of open work orders and mapping liability on monthly basis.
- Review of work orders & Purchase orders with commercial concurrence.
- Review & analysis of project-wise budgeted v/s actual P&L and fund flow statement on monthly basis.
- Preparation & planning of monthly fund requirement for vendor payments & other expenses.
- Preparation of consolidated liability statement of trade payables for submission to auditors on quarterly basis as per CARO.
- Checking & booking of regional offices/Site Cash / Bank Vouchers on sample basis.
- Budgeting, Cost controlling reports submit to management on weekly/monthly basis etc.
- Preparation of Monthly Provision Data.
- Preparation of weekly /monthly budget & Information Report (MIS) and submit to management periodically.
- Bank Reconciliation/ Reconciliation of account statements of vendors.
- Clear staff TA/DA expenses also rent payment of regional/site offices.
- Clearing of vendor & customer ledgers and scrutiny of Trade payable GL's.
- Preparation of project-wise monthly GST & TDS liability statement.
- Lead development of accounting department Annual Budget and provide support to the other budget managers as needed

3. Previous Employment:

Company:	HG INFRA ENGEERING LIMITED, JAIPUR
Designation:	Accounts & Finance Manager – Corporate
Reporting to:	Accounts & Finance - Group Head
Duration:	From 28 Nov 2018 to 28 th July 2022

Projects Handled from Head office

- Gurgaon to Sohna Road Project - 515 Crore (NHAI Project – Construction / EPC Project)
- Rewari – Ateli- Mandi – 488 Crore (NHAI Project- Construction / EPC Project)
- Delhi Vadodara PKG-4 - 997.11 Crore (NHAI Project- Construction / EPC Project)
- Delhi Vadodara PKG-8 - 880.11 Crore (NHAI Project- Construction / EPC Project)
- Delhi Vadodara PKG-9 - 1258.11 Crore (NHAI Project- Construction / EPC Project)
- Mancherial Repallewada- 950 Crore (Adani Road Transport Limited – EPC Project)

Work Assigned:

- Co-ordinate & support to site accounts team for all accounts related issues
- Post business transactions, process invoices, verify financial data for use in maintaining accounts payable records
- Month End Closing, GR-IR, SR-IR follow up with other Department & month end Reconciliation.
- Monitoring monthly Budget vs Actual figures in SAP and report variances to the Management.
- Preparation of Projected Cash flow and submission to the Management.
- Preparation of Vendors ageing on fortnight basis.
- Co-ordination with Statutory Auditors and Internal Auditors and assisting them to complete Audit.
- Preparation Listing of Trade Payable, Vendor Advances and submit the same to Finance team for further submission as stock statement to Bankers.
- Checking of Excess GST Input and accordingly take action for booking of the pending invoices in the same month so that GST Liability can be reduced.
- Month End Closing, GR-IR, SR-IR follow up with other Department & month end Reconciliation.
- Coordination with Site, Store/ Planning /HR admin for confirmations to close Goods Receipts/Service Receipts/Freight Receipts within time line.
- Releasing of Purchase order & Work order.
- Posting of Invoices & RA Bills, checking of deductions made in Sub Contactors Bills and ensuring that all deductions are made properly.
- Monitoring Vendor reconciliation progress.
- Checking of vendor payment recommendation received from site & HO.
- Supplier ledger and General ledger scrutiny.
- Clearing of Open items in SAP.
- Posting of VF-02 & STO Invoice.
- Posting of Short Receipt & Debit note.
- Co-ordinate with Site Accountant & Collecting Scan invoice daily basis. Monitoring of Master Register of Store Invoice Receiving with Parking Posting document.
- Review of Fund requirement from Site.
- Review of Debit balance & Close within time also make ageing of Advances so that accordingly will chase old Debit balances for closure on priority basis.
- Site wise P&L preparation for submission to Management.
- Review of Open GR/SR/FR in Books circulated Report to site for timely closure.
- Monitoring of Hold & Release note received from Tech. Audit, Planning and Stores Department.

- Signing Contractor NOC after checking Full and Final Account statement.
- Open Work order & PO Review Monthly basis and closure of Inactive workorders
- Review of Customer Balance Transfer to respective vendor account on 20th of each month.
- Approval of Vendor Creation given after checking all the KYC documents.
- Other Misc. Report time to time require by the Management.
- Coordinated with Internal & External Auditors (PWC)

Company:	IL & FS Group (<i>Road Construction</i>) <ul style="list-style-type: none"> • ITNL Road Infrastructure Development Company Limited • Elsamex Maintenance Services Limited • UTE ELSAMEX - Ecoasphalt Ethiopia-35
Designation:	Ass. Manager to Accounts Manager
Reporting to:	Chief Financial Officer
Duration:	Jan -2011 to Nov 2018

Projects Handled

- O&M - Phalodi to Ramj Ki Gol (PR-1 & PR-2) - 292 KM (Mega Highway- RIDCOR)
- O&M - Hanumangarh to Kishangarh (HK-1 & HK-2)- 407 KM (Mega Highway-RIDCOR)
- Beawar to Gomti Road Project (MoRTH, DBFOT basis) – 108 KM (Two Laning with Paved Shoulder)
- Sikar To Bikaner Road Project (MoRTH, DBFOT Basis)) – 268 KM (Two Laning with Paved Shoulder)

Foreign Projects (Ethiopia)

- Nekempte - Anger road section (86.10 km) - output and performance-based road contract (OPRC)
- Agamsa-Bure road section (84.56 km) - output and performance-based road contract (OPRC)

Work Assigned:

- Preparation of various reports, presentation required for daily work using MS office.
- Preparing Cash Flow Statement.
- Daily review regarding accounting entries parked into account and cross checking for posting of such entries.
- Passing of entries for other than general invoice booking i.e., Subsequent Debit Note, Subsequent Credit Note etc.
- Checking of all subcontractors IPCs/RA Bills according to Workorder and invoices thereof regarding work done, TDS as per Income-tax rules & Retention money calculation.
- Routine/periodic check for following aspects Reg; bill payments/advance payments: - Clearing for Vendor A/c.
- Periodic Checking of Open Items and taking steps or actions required thereof regarding; Open GRNs for purchased through POs, Open SEs against WOs.
- Periodic checking of vendors advances payment and employee's imprests and following up for invoices against such payments.
- Periodic follow up with Store or Billing & Planning Dept. for pending invoices.
- Assist to subordinates for completion of parking entries in cases of mismatch of total invoice amount vs. GRN or Service entry amount.
- Preparation of monthly provision sheet.
- Daily review of accounting operations including cash & bank.
- Periodic reconciliation of creditors.
- Preparation of various report and MIS

- Maintaining all bank transactions.
- Preparing Project Budget, Project Costing, Project P&L Statement & Billing.
- Maintaining customer database and Account Statements of customers.
- Maintaining all statuary work, preparing GST, TDS.
- Maintaining daily cash book, bank book, stock register and physical stock verification.
- Distribution of salaries of all staff.
- Preparing monthly & yearly Profit & Loss A/c statements and analyzing with management

Company:	ESSHA FABICATOR PRIVATE LIMITED COMPNAY
Designation:	Assistant Manger
Reporting to:	Assistant General Manager
Duration:	Jun 2009 - Jul 2010

- Prepare various reports, presentation required for daily work using MS office.
- Prepare Cash Flow Statement.
- Maintain all bank transaction.
- Maintain customer database and Account Statements of customers.
- Maintain all accounts work using Tally ERP9.
- Maintain all statuary work, preparing Sales Tax, Excise, TDS, Service Tax returns.
- Maintain daily cash book, bank book, stock register and physical stock verification.
- Prepare salaries of all staff and distribution.
- Prepare monthly & yearly Profit & Loss A/c statements.

Company:	PANSARI GEMS INTERNATIONA CORPORATION
Designation:	Officer
Reporting to:	Manager
Duration:	Jun 2006 - Jul 2007

- Maintain all accounts work & using Tally 9 and M.S. Excel
- Manage Float Cash & Petty Cash.
- Prepare Sale Tax & TDS Returns.
- Solve the issues regarding rules & regulations of Direct & Indirect Taxes
- Banking work.

Academic / Professional –Qualifications

Sr. Number	Qualifications	Specialization	Name of Institution	Board / University	From	TO
1	MBA	Finance	JEC, Kukas , Jaipur	Rajasthan Technical University	2007	2009
2	B. Com	Commerce	Commerce College	Rajasthan University	April-2003	March-2006
3	12th	Commerce	NK Public School	Rajasthan Board	April-2002	March-2003
4	10Th	General	Adarsh Vidya Mandir	Rajasthan Board	April-2000	March-2001

Management Training

- **Organization:** Autolite (India) Limited, Company, VKI RIICO Jaipur
- **Role:** Management Trainee
- **Duration:** 60 days
- **Synopsis:** Financial Accounting & Reporting / Professional Auditing

Personal Detail

- **Date of Birth:** 24th Feb 1986
- **Languages Known:** English and Hindi
- **References:** Available on Request

I hereby declare that above said details are true to the best of my knowledge.

Date

Signature

