

Pramod.T.C

***75-D, Pocket-R***

***Dilshad Garden***

***New Delhi-95***

***Phone 08586967294***

***E-mail:pramodteecee4@gmail.com***

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| Objective | **To work with any challenging environment which can exploit the best of my talent and give the ample opportunity for my growth and development.** |
| Work experience | 25th November 2013 onwards working with **M/s. Irene Healthcare Private Limited**, 03rd Floor, B-58, Defence Colony, New Delhi – 110024.  Manager – Finance & Accounts  *(Directly Reporting to CFO & Co-Founder of the Company)*  **Roles & Responsibilities:**   * Operational Accounting for All Units:   + - Handling a Team of Accountants for each Units     - Finalisation of Profit & Loss Account for each Units     - Finalisation of Cash Flows for each Units     - Finalisatins of MIS for each Units     - Finalisation of Consolidated P&L for Board of Directors     - SOC & SOP Development     - Training & Implementations     - MIS & Revenue Analysis     - Doctor Payout Finalizations     - Inventory Management     - Vendor Management     - AOP & Budgeting     - All F&A related HIS Report verification & Analyzing     - Specialty wise Profitability Analysis     - Projections & Business Development     - Unit wise Profitability Analysis     - Salary Verification & Finalisation for All Units     - TDS, VAT & Service Tax Verification & Finalisations     - Finalisation of All Accounts Books (each Units)     - Co-ordination with Internal Auditors     - Co-Ordination with Statutory & External Auditors     - Software using Tally ERP & e-HIS   June 2007 to November 2013 working with **M/s. Artemis Medicare Services Ltd**., Sector – 51, Gurgaon, Haryana (Promoted by Apollo Tyres Ltd.)  Team Leader – Finance & Accounts  *(Directly Reporting to CFO of the Company)*  ***Handling Teams:-***   * Accounts payables * *Capex Vendors* * *Trade Vendors* * *General/Service Vendors* * *Accounts Receivables* * *Revenue Share – Retainers* * *Revenue Share – Visiting Consultants* * *Doctors payouts* * *Revenue Reconciliation* * *Cost Analyzing* * *Revenue Analyzing* * Taxation * *TDS* * *HVAT& DVAT/CST* * *Service Tax* * *PF, ESIC & LWF* * SAP – Business Support * *SAP – FI module* * *General Accounting* * *Salary – Finance Part* * *Employee Advances* * *Others* * *Audit* * *Internal Audit* * *Statutory Audit* * *Tax Audit* * *MIS* * *Provision for Expenses* * *Consumptions* * *Revenue*   Software using Tally 7.2/ Tally 9,e- HIS & **SAP ECC6 (from 01st April, 2009 onwards)**  June 2006 to June 2007 working with **M/s. Fortis Flt. Lt. Rajan Dhall Hospital**, Vasant Kunj, New Delhi (A Ranbaxy promoting group)  Assistant – Accounts/Finance  *(Reporting to Financial Controller of the Company)*   * Handling Purchase * Processing of Hospital Service Bills/Contractor Service Bills * Processing of Payments * Updating the petty cash and Bank vouchers on daily basis * Bank Reconciliation and Credit Card Reconciliation * Dealing TDS & VAT * Daily collections (OPD/IPD) and Reconciliation of Collections   Software using Tally 7.2  May 2003 –June 2006 Working with **M/s. Toyota - Lackozy Motors Pvt. Ltd**., Okhla Phase-III, New Delhi-110020  Executive – Accounts/Administration  *(Reporting to Accounts Manager)*   * Updating the petty cash and Bank vouchers on daily basis * Handling All Accounts Payable activities (Purchase / Sales - Including VAT/CST and Service Taxes) * Handling All Accounts Receivable activities. * ESI /PF Calculation * TDS * Salary Preparation * Making of Attendance of All Staff * Customer handling * All Admin related documentations   Software using EX New Generation (Tata A/c Software) |
| Education | * Presently enrolled for CA Intermediate (IPCC). * Pursuing MBA – Finance from SunRise University, Alwar, Rajastan. * B. Com from SunRise University, Alwar, Rajastan. * HSE (12th) Madras University, Chennai, Tamil Nadu.   \*Subjects included Commerce, Business studies, Basic Mathematics,  Economics, English and Hindi |
| Professional Qualification | From Aptech Duration of one year and included modules are   * Office 2000 * MS. Word * MS. Excel * Power Point * Internet & E mail * Ex – New Generation (Tata A/c Software) * Tally 7.2 * Tally 9 * Tally ERP * E-HIS * SAP ECC6 * Attune – HIS * Shivam - HIS |
| Father's Name | Lt. T. Chandran |
| Date of Birth | 25-May-1979 |
| Contact No. | 08586967294 |
| Marital Status | Married |
| Languages | English, Hindi, Tamil and Malayalam |
| Passport No. | N0090974 |
| Current Salary | 10.00 lakhs PA (Fixed Components) |
| Sign |  |
| Date |  |
| Reference |  |