**VIKASH CHANDAK**

#### PROFILE & OBJECTIVE

To pursue a long term career with a reputed organization in meeting the challenges with my education, training, competencies, capabilities, experiences & skills which can be effectively leveraged. **My** career has led me to specialize increasingly in the management of complex multi-cultural projects and their staffs at international levels. I have experience in: strategic forward-planning; operating within the tight financial disciplines imposed by ambitious budgets which I have helped to plan; methodical administration to deadlines and the application of modern leadership methods (through staff motivation and involvement in both decision­ making and target-setting, clarity in communication, and easy personal inter-relations).

#### PERSONAL DETAILS

Full name Nationality D.O.B

Gender Marital status Address

City / Country GSM

E- Mail

Vikash Chandak Indian 05.12.1978

Male Married

RB-29, Raghunathpur, Duke Garden, Regent lB 1st Floor Kolkata/ India

(+91) 9339890106 / ( +968) 94063550

[vikash.chandak@gmail.com](mailto:vikash.chandak@gmail.com)

#### PROFESSIONAL STRENGTHS

* Ability to persuade executives and business professionals
* Possess excellent analytical and communication skills
* Ability to determine factor for success and failure of commercial enterprises
* Knowledge & experience of 6-1/4 years assisting in international market trends and industries in financial management, employee management, Business Developments and sub contract management
* Ability to assist in providing practical and legal guidelines
* Assisting to develop innovative strategies to develop business prospect
* Skilled in analyzing complex data and financial modeling
* Flexible and willing to travel according to requirement

PROFESSIONAL EXPERIENCE

**Period 07.Feb'1998 to 07.Feb'2001:Served** as an Article Clerk as per !CAI Regulation

## For the period of Three Years under

* 1. **.DAGA** & **Co** Chartered Accountants 5, Pan Bazar

## Secundrabad, Andhra Pradesh, India

Article ship being an extensive training period, groomed me to shoulder responsibilities . The interactions with various management personnel provided me an opportunity to build upon my skill and understanding in the various areas of Finance, Audit, Tax & Company Law and other related fields.

**Period 08th Feb'01 to 07th Auqust'03:** Sr Executive Audits & Accounts

S.N.DAGA & Co, Secundrabad Andhra Pradesh, India

**Technical Exposure:**

* + - Statutory, Internal & Concurrent Audits of Companies, Proprietary & Partnership Firm, Trust, Banking

& Insurance

* + - Tax Audit of Individuals, Partnership Firms and Companies.
    - Preparation & Finalization of Accounts.
    - Income Tax, ROC & Sales Tax Return Filing.
    - Management Audit
    - Concurrent & Internal Audit of Banks .
    - Salary, ESI, PF audits of the companies.

**Period 01st May'0S to 14th April'06:** Key Accts & Business Dev. Executive

### GEE PEE InfoTech Pvt. Ltd, Kolkata West Bengal, India

**Technical Exposure:**

* + - Train, motivate, and evaluate team of executives on company's strategies
    - Monitor, track and evaluate sales and operational data to ensure satisfaction of company's objectives.
    - Set up Key Performance Indicator (KPI) and measure each individual performance on weekly basis.
    - Implement work Safety, efficiencies and cost reduction measures in the facility.
    - Control Cash flow / Manage staff rotation / Invoice management / Credit control / cash outlay in the market/ petty cash of the division
    - Identify/ develop business opportunities with new as well as existing Customers.
    - Maintaining quality revenue-generating accounts
    - Developed in-house system to monitor complete operational process till invoicing and collection of revenue.
    - Finalization of books of accounts with complete audit procedures
    - Handling all the Stock i.e. Handset, Stationery, Promotional Material and Accessory
    - Handling all the Data Entry Related to CAF, Billing, ACS, Master Data and Upload all the data on System Centers on Daily Basis.
    - Prepare all the Consolidate MIS and Reconciliations of Store and Operational Office.
    - Performed other administrative tasks as assigned.

**Period 15th April'06 to 23rd May'10:** Sr. Executive Fund & Compliance.

### PRB Securities Pvt. Ltd, Kolkata West Bengal, India

PRB Group Of Companies, is a member of NSE, BSE, CSE, MCX Stock Exchange, MCX, NMCE, NCDEX, ICEX

# Technical Exposure:

* + - Working on day-to-day Accounting matters
    - Fund compliance with Bank and Exchange
    - Handling of Receivables and Payables Ledgers.
    - Reconciliation of Bank Books and Ledgers.
    - Handling of Taxation Matters - TDS, Service Tax & Stamp Duty.
    - Preparation of MIS Repots and finalizations of Accounts
    - Supervision of Internal Audit and Statuary Audit.
    - Managing compliance issues relating to various Exchanges.
    - Handling of Demat operations
    - Live Trading in NSE & BSE

**Period 28th May'10 till date:** Sr. Executive Commercial (Accounts & Finance)

### - Staying Family Accommodation for

Shiv Vani Oil & Gas Co, Muscat Oman:

**Technical Exposure:**

* + - Monitoring, Accounting, Tracking, Evaluating, Preparing draft Technical Invoices, SAP Service Entry with revenue MIS for all the three units in prospect to PDO guidelines on completion of well & rig wise.
    - Correspondence with creditors, bank, PDO, auditors, & HO
    - Finalization of books of accounts with complete audit procedures
    - Responsible for gathering information from customers and field operation team
    - Assigned the tasks of generating marketing strategies and business plans for developing new technologies
    - Conducted industry research by using academic, internet search, journal, press releases, information about competitors and market pricing and strategy
    - Implement work Safety, efficiencies and cost reduction measures in the facility.
    - Performed other administrative tasks as assigned.
    - Train, motivate, and evaluate team of executives on company's strategies
    - Identify/ develop business opportunities with new as well as existing Cust omers.
    - Assigned the tasks of negotiating Contract Rates, terms and conditions with vendors to increase profitability

# Others Daily routine Task:

* + - Accounting, Tracking & Reconciliation of all expenses against suppliers & services after checking, verification, to avoid duplicate entry of creditors invoice & AMC Expenses of various vehicles.
    - Tracking PO & WO of Air Tickets booking month wise and employee wise.
    - Tracking Purchases of diesel, verifications of receipt quantity.
    - MIS Creditors Ageing Analysis & payment Schedules as per credit terms every month.
    - MIS details of all hired drilling equipment's & machineries repairing & preventive maintenance Rig wise

& month wise

* + - MIS Analysis of Rig move expenses well wise & Rig Wise
    - MIS Analysis of Catering expenses & accommodation expenses Rig Wise & month wise
    - MIS Import & export Details & expenses & comparisons of various administrative expenses.
    - Accounting, Tracking & Controlling Cash flow / Manage staff rotation / Invoice management / Credit control/ cash outlay in the market/ all sites petty cash expenditures & all utilities invoices.
    - Accounting, Tracking, Preparing, checking & payment of all day to day Full & Final settlement and monthly salary of the employees.
    - Preparing, Accounting, tracking and reconciliation of all the bank accounts with remittances outside Oman.
    - Developed in-house system to monitor complete operational process till invoicing and collection of revenue.

#### EDUCATIONAL SUMMARY

* + - Graduation completed from Pragati Maha Vidyalaya College, Hyderabad under the Osmania Univers ity in 2000 with 72% marks , First Division
    - Higher Secondary completed from Shree Maheshwari Vidyalaya , Kolkata under The West Bengal Council of Higher Secondary Education in 1997 with 56% marks, Second Division
    - Secondary Examination, from Shree Maheshwari Vidyalaya, Kolkata under the West Bengal Board of Secondary Education in 1995 with 64%. marks, First Division

#### CULTURAL, PERSONAL INTERESTS, OTHER LITERACY AND PHYSICAL RECREATION:

* + - Languages Known: English, Hindi and Bengali.
    - Conversant with accounting package viz., Tally, Sharepro, C-BOS(stock market),SAP, Accurate(stock), BTHRMS(salary) etc
    - Proficient in Microsoft Office Applications viz., Ms Excel, Ms Word .
    - Worked for booking of Air Tickets in Galileo
    - Good Interpersonal Skills with self - Disciplined, Perseverance & Hardworking.
    - Team Management
    - Share Trading In NSE, BSE and **MSM** ( Muscat Security market)
    - Attending and organizing all the Social & Cultural activities Professional & Personals
    - Work- out and Holiday Sun Bath, History, Music, Sociology, Sports.
    - Ardent Learner and love to participate in knowledge sharing sessions.