

**DHARMANDER RAWAT**

House No- 79/22, Gandhi Nagar, Street No-12, Sec-10A, Gurgaon

Mobile: +919650164014 ~ E-Mail: [Dharmanderrawat@gmail.com](mailto:Dharmanderrawat@gmail.com)

**Working in computerized atmosphere with ERP, General Accounting, Direct & Indirect Tax, Payroll, Account payable, Account receivable, project Capitalization and Payments and Client management.**

**SUMMARY**

* B.Com + MBA (Finance) with Over 9 Years of Experience in Finance & Accounts.
* Revenue, General Accounting, Accounts Payable, Accounts receivable, MIS.
* Payroll Management.
* TDS, GST & Service tax matters.
* Capitalization of Projects Cost.
* Final Accounts – Balance sheet, Cash Flow, Profit & Loss.
* Client Management.

**CORE COMPETENCIES**

* Handling all day to day accounts functions of the company independly. Dealing in day to day Banking Transaction, Monthly Reconciliation, Keeping a full control over Sundry Creditors, Debtors and Follow up for the payment.
* Handling e-TDS matters Calculation, Deduction, Deposit as per Direct Tax clause and fill the Returns Quarterly.
* Handling Service tax matter, Prepare the Cenvet register, Deposit the service tax, filling service tax returns.
* Capitalization of Cost of Project
* Prepares Balance Sheet, Profit & Loss as per the requirement of Management or Audit Purpose.

**WORK EXPERIENCE**

**Since 20th Aug 2014 to Till: Louis Berger Consulting Private Limited, Sec-32, Gurgaon As Executive- Finance & Accounts.**

**Highlights:**

* Plan and execute month/quarter/annual closure schedule.
* Payroll Management
* Calculation of Income tax, TDS (Tax Deduct at Source ) and Service tax/GST
* Ensure timely submission of invoices and collection of open receivable
* Working on FCR and Closed the Period weekly.
* Prepares Bank Reconciliation on Weekly Basis
* Handling all day to day accounts functions of the company independly, verify the supplier Invoice and make the Payment timely, Employee Reimbursement Payments.
* Dealing in day to day Banking Transaction like FDR, DD, Cheque Deposit, Stop Payments, Bank Statement etc.
* Keeping a full control over Sundry Creditors, Debtors and Follow up for the payment.
* MIS

**Since Dec 10’ 2012 to To 19th Aug 2014: Infinite Computer Solutions India Limited, Sec-44, Gurgaon, As Sr. Executive.**

**Highlights:**

* Handling all day to day accounts functions of the company independly, Verify the supplier Invoice and make the Payment timely, Employee Reimbursement Payments.
* Dealing in day to day Banking Transaction like FDR, DD, Cheque Deposit, Stop Payments, Bank Statement etc.
* Keeping a full control over Sundry Creditors, Debtors and Follow up for the payment.
* Handling e-TDS matters Calculation, Deduction, Deposit as per Direct Tax clause and fill the Returns Quarterly.
* Compile the Land Data, Cost presentation on excel, Check the Mutation, Land Measurement & other related work.
* Prepares Balance Sheet, Profit & Loss, Cash Flow, Trail Balance etc.

**Since Sep 25’ 2008 to Dec 08’ 2012: DLF Hotel Holdings Limited, DLF Phase-III, Gurgaon. As Sr. Executive.**

**Highlights:**

* Handling all day to day accounts functions of the company independly, Verify the supplier Invoice and make the Payment timely, Employee Reimbursement Payments.
* Handling e-TDS matters Calculation, Deduction, Deposit as per Direct Tax clause and fill the Returns Quarterly, Issues Certificate 16, 16-A, replies Income tax demand.
* Handling Service tax matter, Prepare the Cenvet register, Deposit the service tax, filling the service tax returns.
* Maintaining Running Account bills as per the Contract, Contractor Reconciliation.
* Foreign Remittances, Letter of Credits (LC) and other project Payments.
* Making Bank Guarantees for EPCG (Export Promotion Capital Goods).
* Capitalization of Project Cost.
* Prepares Balance Sheet, Profit & Loss, Cash Flow, Trail Balance etc.

**EDUCATION**

* MBA (Master of Business Administration) in Finance from Sikkim Manipal University (S.M.U) in 2012
* Graduation in Bachelor of Commerce (B.Com) completed from C C S University Meerut in 2007.

**Technical Qualification**

* Operating system : M.S Dos,
* Microsoft Office : M.S Word, M.S. Excel, M.S. Power Point
* Communication : Multimedia & Internet
* Account Package : ERP- Ramco ,Tally (Version, 4.5, 5.0, 5.4, 6.3, 7.2, 9.0), FCR
* Special Training of Manual Accounting & Computerized Accounts from Arora Accounting center form Saharanpur (Utter Pradesh)

**Personal Details**

Date of Birth : 1-Feb-1986

Father’s Name : Sh. Balwant Singh Rawat

Marital Status : Unmarried

Languages : Hindi, English, Garhwali

Permanent Address : Roop Vihar colony, Nawada road, Saharanpur

Utter Pradesh -247001

Date

Place: (DHARMANDER RAWAT)