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| **PRADEEP KUMAR DAS.**  **e-mail @**  [daspradeep87@gmail.com](mailto:daspradeep87@gmail.com)  daspradeep61@yahoo.in  **C:\Users\pradeep\Desktop\images (1).jpg**  M (Delhi):-+91-8586000791  M (Delhi):-+91-9540571745  **Address for Communication:-**  F-49/C,Khanpur Extn.  Dr Ambedkar Nagar, New Delhi-110062 .(INDIA)  **permanent address:**  At/Po- Nadigaon, Via/Ps. Dhusuri,  Dist: -Bhadrak.Odisha -756119.  (India)  **Personal Information:**  **Father's Name :**Parsuram Das  **Date of Birth :**29th May1988  **Sex :** :Male  **Nationality :** Indian  **Religion :** Hindu  **Marital Status:**Unmarried.(Single)  **Languages :**Oriya, English, Hindi & Bengali.  **Location**  **Preference :** New Delhi/ Delhi NCR  **:**Or Any Where in India  **Expected :** Negotiable.  **Notice Period :** 30 days.  **PASSPORT :** Yes. | Career Objective  To pursue a long time career with an organization where my education, knowledge & skill can be effectively applied for my career growth and achievement.  Educational Qualification   * MBA -Master Program in Business Administration,NIMS-Delhi-2020 * M.Com -Master Degree, From Fakir Mohan University.(2010) * B.Com - Commerce Degree From Fakir Mohan University (2008) * I.Com - Intermediate Commerce from CHSE, Bhubaneswar, Odisha. (2005) * Matriculation –From BSE,Odisha.(2003)   Computer Skills   * **Operating Systems**: Windows-XP. * **Packages**: Microsoft Office Package. * **Accounting Packages: Tally 9**.0 (ERP) and Other ERP etc. * **SAP (FI)**   Co-Curricular Activities & Interests   * Active participant in social programs like Blood Donation, Polio Campaigning etc. * Educational Competitions & programs. * Won Prizes for quiz, essays during schooling. * Teaching practical subject to Commerce students. * Won prizes in sewing competitions.   Strengths   * Inter-personnel skill such as communication, problem solving, and teamwork abilities. * Socializing & helping nature. * Honest, punctual, laborious and hard working in nature. * Good learner and tram player. |

**CURRENT ORGANIZATOIN**

**KHULLARS HOSPITALITY PVTLTD .**

**Designation**: - **Manager Accounts & Finance.**

**From.Jul’16 to Till**

**Company Profile: *-Khullar Hospitality Pvt Ltd is providing Ground Handling Services for Air India Transport Services PvtLtd.Our Company is providing GHS services at various Airports in Indi.****L*.e - Hospitality Service**,** Air Port Ground Service, and Customer Service & Facility Management.

**Location: -**Naurang House,KG Marg, New Delhi-110001.

**Role & Responsibilities:-**

* Responsibility for Cash& Bank Management.
* Loan management (OD & CC)
* Overall Accounting Responsibility .(AR ,AP&GL)
* Preparing Monthly Report –Train Balance, Budget and Financial Report.
* Monthly Closing, Annual closing.
* Balance Sheet reconciliation and Balance sheet finalization.
* Compliance Statutory matters with coordination professionals i.e TDS, GST, Royalty, Gratuity, EPF,ESIC,&ROC. CIT Appeal, DRT,NCLT,IBC matters.
* Return filling –GSTR1,GSTR3B, PF,ESI,TDS .
* Income Tax, Service Tax, GST,PF & ESIC Assessment and visit department.
* Reconciliation bank statement and review Account Receivable/Payable.
* Review Vendor invoice process, posting invoice & process payment.
* Vendor bill verify and verify park entry.
* Reconcile partial, residual& advance payment.
* Maintain up-to-date billing system and verify customer invoice.
* Credit Note and Debit Note Management.
* Customer Outstanding Review and Follow-up to customers.
* Monitoring customer account details for non-payments, delayed payments and other irregularities.
* Solving all quarry and problems of customer & Vendors, if further necessary visit to point.
* Reconciliation vendors Acct, debtors Acct and various ledgers account.
* Overall management and administration of vendors & customers.
* Assets Management and assets capitalized.
* Intercompany reconciliation.
* Payroll management.(All Staffs)
* Reconcile salary and other statutory deduction.
* Salary transfer to employee bank acct. through(E-Net)

**PREVIOUS organizatoin**

**CENTRAL INVESTIGATION& SECURITY SERVICE LTD.**

**Designation** :-**Asst.Manager Accounts**

**From.June’14 to June’16 .**

**Company Profile: -Central Investigation Security Service Ltd is proving of manpower solution in various sectors** (PAN India Service).Facility Management, Customer support, Security& Safety Solutions.

An ISO certified with 14001:2004.

**Location :-**SatyaNiketan,Moti Bagh-2,New Delhi-21.

**Reporting** :- Sr. Manager Finance ,Director North & GM Finance .

**Role & Responsibilities:-**

* Dealing cash & Bank all responsibility, Cash & Bank reconciliation.
* Accounts Receivable & Payable Management.
* Analysis forecasting Budget& variance budget, Cost analysis, Margin & MIS.
* Revenue &expenses analysis update in books of record.
* Reconciliation contractor vs client.
* Handle client audit.
* Generate client invoice and verifying invoices.
* Debtors & Creditors all types responsible.
* Payroll management. (All India 1800 appx. Employees)
* Salary transfer (CMS Management)
* E-payment L.e TDS,Service Tax, EPF &ESIC.
* Responsible for Statutory matters l.e. TDS, Service Tax, Gratuity, EPF, &ESIC.
* Income Tax, Service Tax, GST,PF & ESIC Assessment and visit department.
* Finalized Books of account.
* Handling Branch Reconciliation & Bank Reconciliation.
* Inter branch reconciliation and reconciliation with HO
* Third party contract Administration.
* Arrange audit document and information.
* Legal Compliance.
* Managing and administering the accounts function effectively and efficiently.
* **PREVIOUS organizatoin**

**V.K. Automobile Service Center**

A-687, Sangam Vihar, New Delhi, Delhi 110062

**Designation** : **Accounts Officer)**

## Company Profile :- Car service center .

**(From :-Jan’13 to June’14)**

* **Role & Responsibilities:**
* Banking management.
* Entry posting, Voucher preparing
* Responsible for Statutory matters l.e. TDS, Service Tax, Gratuity, EPF, &ESIC.
* Income Tax, Service Tax, PF & ESIC . online payment.
* Billing management.
* Stock maintains.
* Debtors & Creditors all types responsible.
* Maintain Inventory l.e Stock, GRN, Assets etc.
* Bank reconcile and audit.
* Support to internal audit.
* Staff salaries maintain.

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**Viraj projects India pvt.ltd.**

**Designation** : **Sr. Accounts Officer .(Promotion)**

**Accounts Officer.**

## Company Profile :- [ISO 9001..2008]

It is one of the Leading Civil & Structural Construction at all over India. Annual Turnover of the corporate house is approximately Rs. 150 Cr.

**PROJECT LOCATION.BHUSHAN STEEL** Angul, Odisha.(Client).

**(From :-April’10 to Dec’ 2012)**

**Role & Responsibilities:**

* Reviewing the effectiveness and efficiency of risk management, operational and financial controls, and performance reporting.
* Preparing cash flow statement, Trail Balance & Monthly Budget.
* Dealing cash & Bank all responsibility, Cash & Bank reconciliation.
* Reconciliation revenue &Sales (RA bill) ,Wct , Tds& Service tax .
* **Day to day site activity** le. Issued Contractor work order, Client work order revised..

Contractors bill checking, prepare bill form, Received BG from contractor, Release payment –

Indent prepare, collect bill, pretty cash issue, salary released etc.

* Equipment’s, Plant, Machinery & Scaffoldings materials working hour calculate with maintenance.
* Reconciliation bill contractor vsclient .
* Calculating of Taxations. I.e. Tds, Vat, Wct, Entry Tax& Service Tax etc.
* Reconciliation Tds,Wct& Service tax of both contractor & client .
* Collect Way Bill, C & F – Form from department.
* PF & ESI.
* Interaction with auditors for audit related queries & Audit Compliance.
* Preparing Liability, Balance Sheet & Working Capital Management.
* Reconciliation of measurement book with dpr.
* Debtors & Creditors all types responsible.
* Maintain Inventory l.e Stock, GRN, Assets etc.
* Preparing the projected expenses report for monthly and quarterly basis.
* Prepare Monthly Progress Report (MIS)

**Projects Undertaken**

1. **Indian Overseas Bank, Balasore (Orissa)**

**Description**: The project involved preparation of a comparative study on the financial position of Indian Overseas Bank for the last five years. It included tracking how the banks mobilize assets and liabilities, how to interact with different types of customers, how the Indian Overseas Bank staffs deal with their customer,

**Responsibilities**: Undertook three live projects on

* A study on Profit and loss and Balance of Indian Overseas Bank.
* A study on different types of fixed deposit scheme provided by Indian Overseas Bank.
* A study report on Ratio analysis.
* Calculating Non- performing assets.

DATE:-

PRADEEP KUMAR DAS