**Resume’**

**Rishikesh Kumar Singh**

Plot No 365 Co-Operative Colony

Bokaro Steel City

Jharkhand 827012

Ph: 09771407032, 8651035925(M)

E- mail – [rishikeshkumar123@gmail.com](mailto:rishikeshkumar123@gmail.com),

### Career Focus

In quest of assignments in the area of Finance & Accounts with a growth oriented organization of repute having global exposure.

***PROFESSIONAL SYNOPSIS***

* 18 Years of Experience in various aspect of Accounting, Banking functions, Bills Payables, Financial reporting, Internal Auditing procedures.
* Proficiency in COP Forecasting & working capital analysis on large scale.
* Excellent in relationship building & interpersonal skills. Strong analytical, problem solving & organizational abilities, possess a flexible attitude & a known team leader.

### *ORGANISATIONAL EXPERIENCE*

### Present Employment from Aug’08 till date

* **Electrosteel Steels Ltd. (Vedanta Group)**

1.5 MTPA Integrated Steel Plant situated at Chandankiyari, Bokaro (Jharkhand).

Sr. Executive (Business Control) 2017-present

* Reconciling Coal, Coke, Lime & IBRM procurement for both import & indigenous.
* Cost reconciliation & forecasting of Cost of Production (COP).
* To analyze & minimize working capital, vessel demurrage, MIT Loss & In bond logistic cost (eg- Demurrage, Plot Rent, Dead Freight, Punitive etc).
* Reconciliation & rectification of GL & Cost centers.
* Contract & Purchased negotiation and Inventory Control.
* All activities related monthly closing like- Provision of fixed & variable cost, vessel demurrage, plot rent, MIT and other related to In-bond logistic & business.
* Preparation and presentation of MIS of COP, Store & Spare Expenses, Vessel reconciliation, Demurrage, Plot rent, Dead freight, Punitive and others business related.
* Ensure Statutory Compliance GST, TCS, Custom Duty & TDS.

Executive Accountant (2013 -2017)

* All activities related to Banking transactions.
* Vendor invoice verification, processing and disbursement of payments.
* Preparation and presentation of MIS of Bank reconciliation, Stale Chq, Security deposit reports and other business related
* Ensure Statutory Compliance VAT, S Tax, Excise Duty & TDS .
* Preparation of Cash Flow statement and proper utilization of funds.
* Liasioning with Internal and External Auditors for zero audit objection, negotiation with Bankers.
* Issuance of Credit & Debit Notes as per requirement.
* Vendor Reconciliation, Bank Reconciliation.
* Monitoring of vendor outstanding liabilities with age analysis.
* Co-ordination with HO and Other department

Sr. Accountant (2008 -2013) (Cashier)

* All activities related with Cash transactions.
* Bills processing & disbursement of Cash payments of Administrative Overheads
* Employee reimbursement –Like (Traveling Exp, Mobile Exp. Cash Purchased, Joining exp, Relocation exp. Admin expanses and other cash related expanses.
* Ensure Statutory Compliance, Sales Tax, Service Tax Excise Duty & TDS .
* Preparation and presentation of MIS of Employee advance, Administrative Expanses TDS, WCT, Purchase Tax reports before higher management on monthly basis
* Preparation of Cash Flow statement and proper utilization of funds.
* Liasioning with Internal and External Auditors for zero audit objection, negotiation with Bankers.
* Monitoring of employee adv with age analysis.
* Co-ordination with HO and Other department
* Monitoring of Capex.

### Experience

|  |  |  |  |
| --- | --- | --- | --- |
| **Co. Name** | **Location** | **From –To** | **Role of Account** |
| Uday Vijay Steel Pvt. Ltd. | Bokaro | Nov-05 to July- 08 | Sr. Accountant |
| Sanjeev Steel Industries | Bokaro | July-02 to Nov-05 | Accountant |
|  |  |  |  |

### Academic Qualification

* Bachelor in Commerce under Vinoba Bhave University Hazaribagh in 2002 with 2nd Class

### Training:

* Completed one year Professional Accountant course from The Institute of Computer Accountants (ICA), Sec. IV Bokaro Steel City (Jharkhand)

### IT SKILL

* Hand on experience in SAP, ECC & HANA
* Two Years on experience in ERP (RAMCO system)
* MS Office, Tally, ACE.

### Personal Information

**Date of Birth : 20-01-1979**

**Languages Known** : Hindi, English.