

DHARMANDER RAWAT

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