

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 : Vikash Chandak
Nationality : Indian
D.O.B : 05.12.1978
Gender : Male
Marital status : Married
Address : RB-29, Raghunathpur, Duke Garden, Regent 1B 1st Floor
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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 ICAI Regulation
For the period of Three Years under

S.N.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 August'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'05 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 Customers.
- 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 University 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.