75-D, Pocket-R   *Phone   08586967294*
Dilshad Garden   E-mail:pramodteecee4@gmail.com
New Delhi-95

Pramod.T.C

Objective	**To work with any challenging environment which can exploit the best of my talent and give the ample opportunity for my growth and development.**
Work experience	25th November 2013 onwards working with **M/s. Irene Healthcare Private Limited**, 03rd Floor, B-58, Defence Colony, New Delhi – 110024. Manager – Finance & Accounts *(Directly Reporting to CFO & Co-Founder of the Company)* **Roles & Responsibilities:** ➢ Operational Accounting for All Units: • Handling a Team of Accountants for each Units • Finalisation of Profit & Loss Account for each Units • Finalisation of Cash Flows for each Units • Finalisatins of MIS for each Units • Finalisation of Consolidated P&L for Board of Directors • SOC & SOP Development • Training & Implementations • MIS & Revenue Analysis • Doctor Payout Finalizations • Inventory Management • Vendor Management

- AOP & Budgeting

- All F&A related HIS Report verification & Analyzing

- Specialty wise Profitability Analysis

- Projections & Business Development

- Unit wise Profitability Analysis

- Salary Verification & Finalisation for All Units

- TDS, VAT & Service Tax Verification & Finalisations

- Finalisation of All Accounts Books (each Units)

- Co-ordination with Internal Auditors

- Co-Ordination with Statutory & External Auditors

- Software using Tally ERP & e-HIS

June 2007 to November 2013 working with **M/s. Artemis Medicare Services Ltd**., Sector – 51, Gurgaon, Haryana (Promoted by Apollo Tyres Ltd.)

Team Leader – Finance & Accounts
(Directly Reporting to CFO of the Company)

Handling Teams:-

- Accounts payables
  - *Capex Vendors*
  - *Trade Vendors*
  - *General/Service Vendors*

- *Accounts Receivables*
  - *Revenue Share – Retainers*
  - *Revenue Share – Visiting Consultants*
  - *Doctors payouts*
  - *Revenue Reconciliation*
  - *Cost Analyzing*
  - *Revenue Analyzing*

- Taxation
  - *TDS*
  - *HVAT& DVAT/CST*
  - *Service Tax*
  - *PF, ESIC & LWF*

- SAP – Business Support

- *SAP – FI module*

  - ➢ *General Accounting*
    - *Salary – Finance Part*
    - *Employee Advances*
    - *Others*

  - ➢ *Audit*
    - *Internal Audit*
    - *Statutory Audit*
    - *Tax Audit*
  - ➢ *MIS*
    - *Provision for Expenses*
    - *Consumptions*
    - *Revenue*

Software using Tally 7.2/ Tally 9,e- HIS & **SAP ECC6 (from 01ˢᵗ April, 2009 onwards)**

June 2006 to June 2007 working with **M/s. Fortis Flt. Lt. Rajan Dhall Hospital**, Vasant Kunj, New Delhi (A Ranbaxy promoting group)

Assistant – Accounts/Finance
(Reporting to Financial Controller of the Company)

- Handling Purchase
- Processing of Hospital Service Bills/Contractor Service Bills
- Processing of Payments
- Updating the petty cash and Bank vouchers on daily basis
- Bank Reconciliation and Credit Card Reconciliation
- Dealing TDS & VAT
- Daily collections (OPD/IPD) and Reconciliation of Collections

Software using Tally 7.2

May 2003 –June 2006 Working with **M/s. Toyota - Lackozy Motors Pvt. Ltd**., Okhla Phase-III, New Delhi-110020

Executive – Accounts/Administration
(Reporting to Accounts Manager)

- Updating the petty cash and Bank vouchers on daily basis

- Handling All Accounts Payable activities (Purchase / Sales - Including VAT/CST and Service Taxes)

- Handling All Accounts Receivable activities.

- ESI /PF Calculation

- TDS

- Salary Preparation

- Making of Attendance of All Staff

- Customer handling

	▪ All Admin related documentations Software using EX New Generation (Tata A/c Software)
Education	➢ Presently enrolled for CA Intermediate (IPCC). ➢ Pursuing MBA – Finance from SunRise University, Alwar, Rajastan. ➢ B. Com from SunRise University, Alwar, Rajastan. ➢ HSE (12th) Madras University, Chennai, Tamil Nadu. *Subjects included Commerce, Business studies, Basic Mathematics, Economics, English and Hindi
Professional Qualification	From Aptech Duration of one year and included modules are ◆ Office 2000 ◆ MS. Word ◆ MS. Excel ◆ Power Point ◆ Internet & E mail ◆ Ex – New Generation (Tata A/c Software) ◆ Tally 7.2 ◆ Tally 9 ◆ Tally ERP ◆ E-HIS ◆ SAP ECC6 ◆ Attune – HIS ◆ Shivam - HIS
Father's Name	Lt. T. Chandran
Date of Birth	25-May-1979

Contact No.	08586967294
Marital Status	Married
Languages	English, Hindi, Tamil and Malayalam
Passport No.	N0090974
Current Salary	10.00 lakhs PA (Fixed Components)
Sign	
Date	
Reference	