

Rajesh Kumar Pandey

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Aspiring towards senior level assignments in Finance & Accounts with a reputed organization.

PROFESSIONAL PROFILE

Chartered Accountant with 11 years of post qualification experience in Accounting, Budgeting, Financial planning, Auditing, internal control, Fund management, costing, MIS & Taxations and commercial activities.

EXPERIENCE CHRONICLE**Present Organization:****WIPRO ENTERPRISES PVT LTD**

Consumer care & Lighting division

Since Oct, 2007

Senior Manager – Accounts & Finance

- 1 Joined lighting products factory at **Mysore, Karnataka** in October 2007
- 2 Transferred to soap manufacturing factory at **Tumkur, Karnataka** in September 2011.
- 3 Since October, 2014 taking care of commercial plus finance activities of North India region branch operations based at **New delhi**.

Key responsibilities:**Current profile:**

A team leader of 35 people committed to deliver excellence in depot operational and financial activities through sound judgment and decision making abilities:

1. Took initiative in transportation cost negotiation activities resulted in a saving of more than Rs. one crore during last one year period
2. No failure in customer billing and delivery activities
3. 100% statutory compliances during last two years
4. Maintaining sound internal control system, NIL revenue leakage during the period
5. Ensuring revenue recognition is being taken care as per AS 9
6. Ensuring debtors are being collected as per due dates

Previous profile:

A team leader of a group of 6 people committed to deliver the excellence in the below core areas

- ☞ Budgeting & planning
- ☞ Costing and variance analysis
- ☞ Cost control & cost optimization
- ☞ Preparation & presentation of MIS
- ☞ Accounting functions
- ☞ Procurement control & approvals
- ☞ Receivables & payables management
- ☞ Fund management
- ☞ Working capital management
- ☞ Internal control
- ☞ Handling of internal/external audit
- ☞ Implementations of company policies & strategies
- ☞ Paving the directions for goal achievement
- ☞ TDS, excise & sales tax related works
- ☞ Payments approvals
- ☞ Banking works
- ☞ Statutory compliance

Few achievements:

- ☞ Got promotion to next level within shortest period of time
- ☞ Found place in the list of “best rated employees” rated by the management
- ☞ During tenure internal audit rating given by auditors was “good”
- ☞ Cost reduction of the products by better negotiation with some big suppliers
- ☞ Taken and delivered on some additional responsibility given by the management over and above regular responsibility time to time
- ☞ Added some values in the production/manufacturing process that resulted into better PBIT/working capital which has been appreciated by the management
- ☞ Achieved 100% statutory compliance during the tenure
- ☞ There was no default even single time in releasing monthly/quarterly/yearly MIS due dates during the whole tenure of work
- ☞ There was no attrition in the team during my tenure

Previous organizations:

Kumar Organic Products Ltd, Bangalore

Feb 06 – Sept 07

Manager – Accounts

Key execution:

- ☞ Essayed the chief role towards handling of all Finance and Accounting functions & commercial activities of the company
- ☞ Key role in preparation of budget and cost sheets of the products
- ☞ Facilitated variance analysis and working capital management
- ☞ Effectively managed bank related works and prepared CMA data
- ☞ Managed accounts receivables & payable accounts

- ☞ Fund management
- ☞ Prepared monthly balance sheet, monthly MIS

Thakur Vaidyanath Aiyar & Co, Chartered Accountants, New Delhi

Feb 03 – July 05

Audit assistant

Performed audit for:

- ☞ Oil & Natural Gas Corpn Ltd (ONGC)
- ☞ United News of India (UNI)
- ☞ Bar Council o India (BCI)
- ☞ Association of Indian Universities (AIU)
- ☞ Indian Paper Pulp Ltd (IPPA)

Daya Sugar Ltd, New Delhi

Dec 00 – Dec 02

Assistant manager – Accounts

B K Agarwala & Co, Chartered Accounts, Kolkata

Mar 97 – July 00

Articled Clerk

CORE COMPETENCIES:

- ☞ Formulating budgets and conducting variance analysis to determine difference between projected and actual results and implementing corrective action
- ☞ Supervising the preparation of MIS reports to provide feedback to top management on financial performance, fund management, risk control, profitability etc.
- ☞ Abilities in executing new policies and procedures for standardizing daily operations & initiating cost control measures
- ☞ Significant expertise in designing internal control & reporting system towards the accomplishment of corporate business goals
- ☞ Sound knowledge of various statutory acts
- ☞ Designing and implementing systems to ensure smooth functioning of accounting operations across the organization

TRAINING ATTENDED:

- ☞ Three years article training as per the regulations of the Institute of Chartered Accountants of India on auditing, accounting & taxations
- ☞ 15 days training on General management and Communications Skills conducted by The Institute of Chartered Accountants of India
- ☞ 2 days training on emotional intelligence conducted by WIPRO management
- ☞ Six Sigma training on inventory management

COMPUTER PROFICIENCY:

Operating system: Win 95/98, 2003/2007 & XP
Tools : MS office
Language : Tally all version
Application software: SAP

PERSONAL DETAILS:

Academic qualification: B. Com
Age : 39 years
Correspondence : 673, Pocket V, Mayur Vihar , Phase 1, New Delhi 0091
Marital status : Married
Language : Hindi, English