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| **PRADEEP KUMAR DAS.**  **e-mail @**  [daspradeep87@gmail.com](mailto:daspradeep87@gmail.com)  daspradeep61@yahoo.in  **C:\Users\pradeep\Desktop\images (1).jpg**  M (Delhi):-+91-8586000791  M (Delhi):-+91-9540128970  **Address for Communication:-**  F-49 C ,Dr Ambedkar Nagar  Near Saket, New Delhi-110062 .(INDIA)  **permanent address:**  At/Po- Nadigaon, Via/Ps. Dhusuri,  Dist: -Bhadrak.Odisha -756119.  (India)  **Personal Information:**  **Father's Name :**Parsuram Das  **Date of Birth :**29th May1988  **Sex :** :Male  **Nationality :** Indian  **Religion :** Hindu  **Marital Status :**Married.  **Languages :**Oriya, English, Hindi & Bengali.  **Location**  **Preference :** New Delhi/ Delhi NCR  **:**Or Any Where in India  **Salary from Current employer.**  Current Salary **:**Rs. 7,80,000/-(PA)    **Total (CTC) : Rs.7,80,000/-(PA)**  **Expected :** Negotiable.  **Notice Period:** 30 days.  **PASSPORT:** Yes. Valid -2023 | Career Objective  To pursue a long time career with an organization where my education, knowledge & skill can be effectively applied for my career growth and achievement.  Educational Qualification   * M.Com -Master Degree, From Fakir Mohan University.(2010) * B.Com - Commerce Degree From Fakir Mohan University (2008) * I.Com - Intermediate Commerce from CHSE, Bhubaneswar, Odisha. (2005) * Matriculation –From BSE,Odisha.(2003) * MBA – From NIMS Delhi (2020)   Computer Skills   * **Operating Systems**: Windows-XP. * **Packages**: Microsoft Office Package. * **Accounting Packages: Tally 9**.0 (ERP) and Other ERP etc. * **SAP (FI)** * **Quick Book.**   Co-Curricular Activities & Interests   * Active participant in social programs like Blood Donation, Polio Campaigning etc. * Educational Competitions & programs. * Won Prizes for quiz, essays during schooling. * Teaching practical subject to Commerce students. * Won prizes in sewing competitions.   Strengths   * Inter-personnel skill such as communication, problem solving, and teamwork abilities. * Socializing & helping nature. * Honest, punctual, laborious and hard working in nature. * Good learner and tram player. |

**CURRENT organizatoin**

**KHULLARS HOSPITALITY PVTLTD .**

**Designation** :- **Sr .Manager HR & Admin.**

**From.Jul’16 to Till .**

**Company Profile: *-Khullar Hospitality Pvt Ltd is providing Ground Handling Services for Air India Transport Services PvtLtd.Our Company is providing GHS services at various Airports in India*** *L*.e - Hospitality Service**,** Air Port Ground Service, and Customer Service & Facility Management.

**Location: -**Himalaya House,KG Marg, New Delhi-110001.

**Role & Responsibilities:-**

* Operating and engage manpower according Flights at Airports.
* All operational run as per instruction of APD and Station Manager.
* Communicate customer issues with operations team and devise ways of improving the customer experience, including resolving problems and complaints.
* Look after the equipment, maintenance and operations staff.
* Manage staff levels, wages, hours, contract labour.
* Formulate strategic and operational objectives.
* Deployed new staffs and document verification properly.
* Manage staffs duty schedules for all shift and staffs duty rotation.
* Prepare Muster roll, Leave Record & Over time record.
* If any incident does take place, they have to inform the authorities so no legal problems take place in the future.
* Collect Monthly Muster roll form branch and verifying &audit sheet.
* Calculate and appropriate amount form payroll checks, Including Tax, Deduction, Incentive and others.
* Inspect and audit all total payrolls accordingly statutory l.e PF, ESI,PT, Other deduction and leave record.
* Compliance Legal matters l.e Central and State Minimum Wages (DLC Office), TDS, GST, Gratuity, EPF, &ESIC.
* Total CMS management (Bulk salary paid E-Net).
* E-payment L.e GST,TDS, EPF &ESIC.
* Preparing Monthly Budget and MIS.
* Prepare sale Invoice and Submit proper supporting document with verify concern department.
* Weekly follow to debtor collection and reconciliation deductions.
* Further process supplicatory bill with proper supporting.
* Process client invoice and technical verifying invoices.
* Managing Vendor invoice and payment process.
* Monitor and implement all accounts payable check activation and wire transactions.

**PREVIOUS organizatoin**

**CENTRAL INVESTIGATION& SECURITY SERVICE LTD.**

**Designation** :-**Asst. Manager Accounts & Admin.**

**From.June’14 to June’16 .**

**Company Profile:** -**Central Investigation Security Service Ltd is proving of manpower solution in various sectors (PAN India Service). Security Guard (Armed & Unarmed) Facility Management, House Keeping ,Customer support & Safety Solutions.**

**An ISO certified with 14001:2004.**

**Location :-**Satya Niketan,Moti Bagh-2,New Delhi-21.

**Reporting** :- Sr. Manager Finance ,Director North & GM Finance .

**Role & Responsibilities:-**

* Management cash & Bank all responsibility, Cash & Bank reconciliation.
* Accounts Receivable & Payable Management.
* CSR and other related supporting documents.
* Customer billing and reconciliation.
* Monitoring Collection, Collection fallow through mail, call and if any discrepancy

Visit to client place.

* Prepare Monthly Budget & variance budget.
* Reconciliation contractor vs client.
* Handle client audit and provide supporting document.
* Generate Tax invoices and verifying invoices.
* Debtors & Creditors all types responsible.
* Collect master roll, over time sheet and Leave register.
* Prepare salary sheet according statutory deduction and other deduction.
* Reconcile salary (paid and payable), PF, ESI and deduction.
* Salary transfer bulk to staff account. (CMS Management)
* E-payment L.e TDS, Service Tax, EPF &ESIC.
* Full and final settlement of staffs according labour Law.
* Responsible for Statutory matters l.e. Gratuity, EPF, &ESIC.
* Attending and compliance Legal Notice i.e PF, ESIC, LDC & Service Tax.
* Arrange audit document and information.
* Handling Branch Reconciliation & Bank Reconciliation.
* Inter branch reconciliation and reconciliation with HO.  
  Legal Compliance’s
* Managing and administering the accounts function effectively and efficiently.

**PREVIOUS organizatoin**

**GREEN RAY INTERNATIONAL LTD. (FMCG DIVISION)**

Designation: **Asst. Manager Finance. (MIS cum Sales Co-Ordinator)**

**Company Profile:**-Manufacturing & Trading Unit (Cosmetic Product).

**Location**: Green Ray Group (Corporate Office).

26 Lajpath Nagar-III, New Delhi-110024.

**(From :-February’12 to June’14)**

**Role & Responsibilities:**

* All Responsible for channel sells and distribution.(Primary and secondary sales)
* Monthly Report of secondary sale & primary sales.
* Responsible accounts Receivable and MIS
* Depot, super, Distributor handling.
* Cross checking Data Distributor and Retailer.
* Prepare field staff Data Daily Basis and reporting Mail to my superior.
* Collect attendance of field staffs and process payroll.
* Calculate commission accordingly target, TA bill verify.
* Prepare Reporting (Daily weekly & monthly) Report compile.
* Dealing cash & Bank all responsibility, Cash & Bank reconciliation.
* Issued Debit & Credit Note.
* Responsible for taxation matters l.e. TDS, VAT, CST and Entry Tax (ET).
* Collect Form-C, F &Way Bill from department.
* Arrange Agreement, Bank Guarantee & Security deposit **C&FA**, **CSA** and **SS.**
* Tax Invoice checking state wise with VAT & CST.
* Sale Returns and stock maintain.
* Preparing Sales and collection report monthly and quarterly.
* Responsible all operational activity related company.
* Managing and administering the accounts function effectively and efficiently.
* Reviewing the effectiveness and efficiency of risk management, operational and financial controls, and performance reporting.

**PREVIOUS organizatoin**

**Viraj projects India pvt.ltd.**

**Designation** :-**Accounts Officer.(Project Site)**

Company Profile :- [ISO 9001..2008]

It is one of the Leading Civil & Structural Construction at all over India. Annual Turnover of the corporate house is approximately Rs. 150 Cr.

**PROJECT LOCATION.BHUSHAN STEEL**Angul, Odisha.(Client).

**(From :-April’10 to February’12)**

**Role & Responsibilities:**

* Reviewing the effectiveness and efficiency of risk management, operational and financial controls, and performance reporting.
* Preparing cash flow statement, Trail Balance & Monthly Budget.
* Dealing cash & Bank all responsibility, Cash & Bank reconciliation.
* Reconciliation revenue &Sales (RA bill) ,Wct , Tds& Service tax .
* Appoint contactor, Collect document and generate Vendor code.
* **Day to day site activity** le. Issued Contractor work order, Client work order revised..

Contractors bill checking, prepare bill form, Received BG from contractor, Release payment –

Indent prepare, collect bill, pretty cash issue, salary released etc.

* Equipment’s, Plant, Machinery & Scaffoldings materials working hour calculate with maintenance.
* Reconciliation bill contractor vs client .
* Calculating of Taxations. I.e. Tds, Vat, Wct, Entry Tax& Service Tax etc.
* Reconciliation Tds, Wct & Service tax of both contractor & client .
* Collect Way Bill, C & F – Form from department.
* PF , ESI ,PT & LWF .
* Interaction with auditors for audit related queries & Audit Compliance.
* Preparing Liability, Balance Sheet & Working Capital Management.
* Reconciliation of measurement book with dpr.
* Debtors & Creditors all types responsible.
* Maintain Inventory l.e Stock, GRN, Assets etc.
* Preparing the projected expenses report for monthly and quarterly basis.
* Prepare Monthly Progress Report (MIS)

**Projects Undertaken**

1. **Indian Overseas Bank, Balasore (Orissa)**

**Description**: The project involved preparation of a comparative study on the financial position of Indian Overseas Bank for the last five years. It included tracking how the banks mobilize assets and liabilities, how to interact with different types of customers, how the Indian Overseas Bank staffs deal with their customer,

**Responsibilities**: Undertook three live projects on

* A study on Profit and loss and Balance of Indian Overseas Bank.
* A study on different types of fixed deposit scheme provided by Indian Overseas Bank.
* A study report on Ratio analysis.
* Calculating Non- performing assets.

DATE:-

PRADEEP KUMAR DAS