Manish Rajpal

Address: House No.912, Lane No.1, Arjun Nagar, Gurgaon-122001

Mob: -+91-98710-56556 Email: - manishrajpal84@gmail.com Skype ID:-manish.rajpal3

**Professional Skill**

* Over 13 years of experience in Accounts Payable, Accounts Receivable, TDS, Sales Tax, Exposure of Monitoring ILD Traffic, Knowledge of Project Costing, Stock/Intercompany/Bank/H.O. Reconciliation/COGS, Month end Reporting, Monthly/Quarterly Business Report, PL by Business and Analysis(actual to budget).
* Built several macros in MS excel to streamline activities with the view to save time and ensure enhanced reporting and accuracy.
* Have excellent analytical and communication skills which help to communicate effectively to a diverse range of individuals including Related Party based in UK, US, higher- level management and technical staff.
* A through professional with a proactive attitude, capable of thinking in and out of the box, generating new design solutions, ideas, undergone Lean and Kaizen projects for process improvements.

**Overall Experiences**

**Deputy Manager-Accounts & Finance at Insta Exhibition Pvt. Pvt. Ltd. (Jan’17 – Till Date)**

Exhibition Stall Design and Exhibition Services is provided India and Outside India:- We empower brands by means of turnkey solutions for exhibition stall designs and portable displays for Events and Brand Activation. With an experience of over 18 years, we specialize in stall design for exhibition and brand activation.

**Job Responsibilities:**

* Prepare Balance Sheet & P&L Account.
* Prepare Balance Sheet and P&L Schedule with Variance Analysis & Deviation the policy. (Cash & Bank, Short Term Debt, G.I.T., Fixed Assets, Loans & Advances, Capital Commitment, Provision, Other Income, Intercompany, Expenses, Prepaid, Security Deposit).
* Prepare the Segment wise, Project wise report & finalization the Project Costing.
* Prepare the Fixed Assets coding & Physical Verification.
* Prepare the Budget & Forecast.
* Finalization the Books of Accounts.
* Finalization Project Wise Accounting/Costing.
* Clearing of internal out of balances that arises within the business units related to AR/AP, corporate profit centers, Customer Overdue.
* Perform routine variance analysis in Accounts Payable/Accounts Receivable (Employee, Vendor, Rent, Foreign Payments, Customer Overdue, Customer Limit Vs. Overdue, Customer Limit Vs. Material Dispatch) and correct errors.
* Initiated with Internal, Statutory and tax Auditor.
* Prepare the Management report like Credit Control, AR of the company, AP of the company.
* Prepare all operating expenses MIS with Cost Center and Channel Wise with deviation.
* Other Liabilities file preparation and providing is explanation for the variances.

**Assistant Manager-Accounts at IAP Company Pvt. Ltd. (Apr’14–Dec’16)**

IAP Company (IAP) Pvt. Ltd. is a software products and services company with a Japanese genesis catering to a large customer base of customers in Japan & India offering them IT solutions and adding immense value to their business including Telecom embedded solutions in telecom sector and growing companies in the end-to-end e-governance space in India.The world's largest and India's leading Citizen Journalism news platform, [www.merinews.com](http://www.merinews.com/), is powered by IAP's in-house technology team.

**Job Responsibilities:**

* Prepare Balance Sheet and P&L Schedule with Variance Analysis. (Cash & Bank, Short Term Debt, , G.I.T., Fixed Assets, Loans & Advances, Capital Commitment, Provision, Other Income, Intercompany, Expenses, Prepaid, Security Deposit).
* Finalization the GST, TDS, of all branches.
* Finalization the Books of Accounts.
* Perform routine variance analysis in Accounts Payable& Receivable and prepare the Process manual.
* Initiated with Internal, Statutory and tax Auditor.
* Verification & Processing of all the payments Domestic/Foreign (Import, Other than Import) (Employee/Vendor/Capex/Opex/Royalty).
* Manage the Fund Management (Short Term Loan, Long Term Loan, Fund Raising).
* Raising the Fund from the Bank and NBFC.
* Handling Project Wise Accounting.
* Prepare all operating expenses MIS with Cost Center and Channel Wise with deviation.
* Other Liabilities file preparation and providing is explanation for the variances.

**Assistant Manager-Accounts at Scholastic India Pvt. Ltd. (Mar’11 – Apr’14)**

Established in 1997, Scholastic India runs a dynamic publishing program that aims to bring out innovative titles from the best of Indian authors and illustrators. Scholastic works closely with teachers, parents and students to encourage reading and promote the highest quality of reading and educational material in English. Scholastic Corporation is the world's largest publisher.

**Job Responsibilities:**

* Preparing Monthly Business Report and PL by Business.
* Prepare Balance Sheet & P&L Account.
* Finalization the Sales Tax, TDS, Service Tax, and Assessment of all branches.
* Prepare Balance Sheet and P&L Schedule with Variance Analysis. (Cash & Bank, Short Term Debt, , G.I.T., Fixed Assets, Loans & Advances, Capital Commitment, Provision, Other Income, Intercompany, Expenses, Prepaid, Security Deposit).
* Prepare the Budget & Forecast.
* Perform routine variance analysis in Accounts Payable (Employee, Vendor, Rent, and Foreign Payments) and correct errors.
* Initiated with Internal, Statutory and tax Auditor.
* Preparing process manual for Accounts Payable.
* Verification & Processing of all the payments Domestic/Foreign (Import, Other than Import) (Employee/Vendor/Capex/Opex/Royalty).
* Manage the Fund Management (Short Term Loan, Long Term Loan, Fund Raising).
* Prepare the entire Capex Coding with Reco.
* Finalization the Books of Accounts.
* Finalization the Royalty Calculation & tagging with Sales and Confirm to Party.
* Prepare all operating expenses MIS with Cost Center and Channel Wise with deviation.
* Clearing of internal out of balances that arises within the business units related to AR/AP, corporate profit centers, Customer Overdue.
* Other Liabilities file preparation and providing is explanation for the variances.

**Senior Executive-Accounts & Finance at Dishnet Wireless Ltd. (AIRCEL) (Feb’08 – Mar’11)**

Dishnet Wireless Ltd. (AIRCEL) : The Aircel Group is a joint venture between Maxis Communications Berhad of Malaysia and Apollo Hospital Enterprise Ltd of India, with Maxis Communications holding a majority stake of 74%.Aircel began its outward expansion in 2005 and met with unprecedented success in the Eastern frontier circles. It emerged a market leader in Assam and in the North Eastern provinces within 18 months of operations. Aircel, the fastest growing telecom company in India, has revved up plans to become a full- fledged national operator by 2009.

**Job Responsibilities:**

* Preparing Bank/Stock/Inter Division/Intercompany Reconciliation.
* Monitoring ILD Traffic.
* Preparation of Departmental Opex report and sending them to the departmental heads.
* Timely Settlement/Validate the NLD/ILD Invoices.
* Processing Vendor Payment like Project, Lease Line Capex/Opex Payment.
* Processing Employee Payment(Advance, Travel, Reimbursement)
* Asset under construction reconciliations.
* Depreciation Run in the system.
* Preparing the Monthly Schedule (Rent, Prepaid expenses, Capital Commitment, Vendor Reinstatement, Goods in Transit, Provision for Expenses, Colo-Cation Expenses, Networking Expenses)
* Handling queries and escalations through email and calls for reporting.
* Initiated with Auditors.
* Handling Disconnection of credit.

**Executive-Accounts & Finance at Tupperware India Pvt. Ltd. (Nov’06–Feb’08)**

Tupperware India Pvt Ltd (TIPL) in India is a 100% subsidiary of Tupperware Inc., U.S.A., a global leader in the field of Plastic Products Distribution. With sales more than 12 billion euros and a strong force of 40,000 employees and market supremacy in over 130 countries worldwide. TIPL in India markets products sold under its international brands Tupperware.

**Job Responsibilities:**

* Preparing Bank/Stock Reconciliation.
* Preparing Intercompany Reconciliation.
* Finalization the TDS/Service Tax Return.
* Preparing the sales tax of all branches.
* Preparing the monthly schedule(Fixed Assets, Vendor Reinstatement, Advance Rent, Rent, Prepaid)
* Prepare the month end journal entries to close the General Ledger.
* Preparing Vendor Payments (Capex/Opex).
* Preparing Employee Payments (Advance, Travel, Reimbursement)
* Preparing Incentive/Commission to the distributor.
* Initiated with Auditors.
* MIS reporting to the management and effective work allocation and timely review.

**Executive-Accounts & Finance at Schneider Electric India Pvt. Ltd. (Apr’05–Nov’06)**

Schneider Electric India Pvt. Ltd. (SEI) in India is a 100% subsidiary of Schneider Electric Industries SAS, France, a global leader in the field of Electrical Distribution, Industrial Control & Automation. the company is well known for its unique vision, progressive management and above all for its exemplary Quality that redefines excellence. SEI in India markets products sold under its international brands Merlin Gerin, Telemecanique, Square D and Clipsal.

**Job Responsibilities:**

* Preparing Bank/Stock Reconciliation.
* Preparing Inter Division/Intercompany Reconciliation.
* Finalization the TDS/Service Tax Return.
* Prepare the month end journal entries to close the General Ledger.
* Preparing Employee/Vendor Payments (Capex/Opex)
* Initiated with Auditors.
* Preparing monthly schedule (Rent, Prepaid expense, advance rent, G.I.T., Provision, vendor reinstatement,)

**Academia**

PGDBM specialization in Finance : Symbiosis Pune University.

Diploma : ComXpert, 2001.

B. Com (Hons) specialization in Accountancy : H.D. Jain College, 2004.

Higher Secondary : S.D. Sr. Sec. School, HBSE. 2000.

Schooling : Dev Samaj Vidya Niketan School, HBSE. 1998.

**IT Credentials**

Operating Systems : Windows 98/wx/NT/2003

Office Automation : MS Office (MS Excel Advance), MS Word & MS Power Points, MS Outlook.

Programming Languages : C

ERP : SAP, J.D. Edward, Oracle, Scala, SQL Base Software.

**Achievements / Employer’s Recognition**

* Received “Loral of Dedication & Commitment” award by CEO for going beyond the duty to complete the work within the timelines.
* Received Best employee of the month in 4 consecutive months.

**Personal Vitae**

Date of Birth : 12th January, 1983.

Father’s Name : Sh. Devi Dayal Rajpal.

Passport Number : G4790676.

Languages : English& Hindi.