# RAJESH VERMA

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# Contact No:9827024403 / 9305392262 Present Address :Hyderabad

# E-Mail: [rajeshverma100@gmail.com](mailto:rajeshverma100@gmail.com)

# [rajeshverma100@rediffmail.com](mailto:rajeshverma100@rediffmail.com)

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**Passport No-L5521945**



**To secure a challenging position as a Asst.Manager where my extensive experience will be further developed and utilized**

**Educational Background :**

* Accomplished Diploma in Business Administration (Indirect Taxation) from the National Institute of Management in the year of 2010.
* Accomplish Bachelor of Commerce (Hons) from the Sambalpur University, Rourkela, Orissa, in the year of 1997
* +2 Com from Ispat Vidya Mandir , C.H.S.Examination. Rourkela (Orissa) in the year 1994
* Matriculation from Deepika E.M School,(C.B.S.E) Rourkela (Orissa), in the year 1992

**Other Qualifications :**

* MS-Office from “The British Institute”, Rourkela, Orissa in 97-98
* Computer Programing from “C-D-T-C”, Rourkela, Orissa 2000-2001.
* Software Engineering (ACSE Course) from IBM, Bhubneswar 2001-2002.
* Tally 7.2, Sales Tax, Excise from Mr.Abdul Gaffar (CA). New-Delhi 2002.
* Completed training **in Tally.ERP 9 & TAXATION [TDS,Service Tax,UPVAT,CST,Excise,XBRL (E-Filing of Taxes-TDS,Service Tax,),Export & Import Procedure**  from ICA Noida Sec-18.

**Working Experience :**

Experience of over 18 years in the Construction Industry. Expertise includes

* Accounts, Commercial, Taxation and Statutory Compliances.
* Comprehensive knowledge of various accounting processes and activities.
* Proficient with MS Office, ERP-ORACLE.

**16 th March 2015 – Till Date in M/s Tata Projects Ltd, Secunderabad,**

**Job Location : Hyderabad-Telangana (H.O-COE) - 12.07.2019 to till Date.**

**Job Profile :-1.Looking after Site payments through ERP & Bank Portal.**

**2.Working in AP and AR module in ERP .**

**3.Checking GST compliance of Vendors.**

**Job Location : Lucknow (U.P) - 27.05.16 to 30.06.2019**

**Project – 1200 Crores Lucknow Metro Project.(Tunnel Boring & Stations)**

**Job Profile :-**

1. Checking Site Expense Vouchers & Vendors Bill (Supply & Service)as per PO & WO issued.
2. Doing Vendor Reconciliation.
3. All Account Payable entries through ERP-Oracle.
4. All Accounts Recievable entries through ERP .
5. Handling cash & Bank transactions at site along with monthly BRS.
6. Providing monthly provision for expenses to R.O
7. Sending asset detail for capitalization to H.O.
8. Provided C form & WCT certificate to vendors during VAT period.
9. Maintained GST records for Tax consultants for return filing.

**Job Location : Indore (M.P) - 01.04.15 to 26.05.2016**

**Project – 233.44 Crores TCS Building Project .**

**Job Profile :-**

1. Checking Site Expense Vouchers & Vendors Bill as per PO issued.
2. All Account Payable entries through ERP-Oracle.
3. Handling cash & Bank transaction at site.
4. Preparing monthly data for Entry Tax payment.
5. Preparing quarterly data for VAT return filing.
6. Preparing monthly Sales & Purchase data in state format.
7. Preparing Monthly MIS data for H.O.
8. Preparing monthly provision for expenses for H.O.

**14 th April’2014 – 12th March 2015 M/s Techno Fab Engineering Ltd. Faridabad, Accountant**

**Job Location : Sambalpur (Orissa)**

**Project – 100 Crores Pipe Line Project of Hindalco Plant(Lapanga).**

**Job Profile :-**

1. Preparing Invoice of Supply & Erection for submission to Client.
2. Payment Follow up from Client.
3. Preparing of monthly payment collection data ..
4. Looking after C Form & WCT certificate from client.
5. Checking Site Expense Vouchers & Vendors Bill as per PO issued.
6. Handling bank guarantees relating to project.
7. Handling cash at site.

**Nov’11- April-2014 M/s Schneider Electric Infrastructure Ltd Project Commercial (Accounts &**

**Commercials)**

**Description: It is an German MNC company involved in infrastructure projects in India .**

**From 3 rd Nov 11 to June 2013 in Schneider Electric Infrastructure Ltd.(Noida).[ On Third Party Basis-Employee].**

**From 25.05.12 to 30.06.2013 .**

**Job Location : Pune & Noida.**

In the Noida HO, I am responsible for looking after :-

1.Expenses claim from all sites.

2.Contractors bill & Vendors bill as per PO issued

3.Commercial Activities(Debtors Analysis Monthly Report of Northern Projects & Payment Collection from client & C Form )

4 Compiling of monthly attendance of all sites & house rent details

5 Site insurances of all sites .

6.Preparing monthly MIS report.

7.Preparing Supply ,ETC Invoice for client as per P.O issued to us.

**From Nov’11 to May’ 12 at Pune Regional Office :-**

I looked after accounting activities of western region projects like **voucher checking , contractors bill , vendors bill** **.Preparing Supply & ETC(Erection Work) invoices** .Preparing Debtor analysis report every month.I also looked after documentation regarding MNRE certification for Solar projects. My other activities include looking after Dispatch Instructions of material required for project sites & laisioning from client.

**Nov’07 – Oct ’11 M/s EMCO Ltd. Thane, Account Assistant**

**Job Profile - COMMERCIAL , TAXATION,ACCOUNTING,STATUARY COMPLIACE .**

**Job Location : Raipur & Pune.**

**From Nov’07 TO Jan’10 AT Raipur [C.G]**

**Project – 5 Nos 220 & 132 KV S/s of CSPTCL (CSEB) valuing 100 crores.**

**Description:** M/S. EMCO Ltd, is India’s leading power equipment manufacturer & also involved in various power projects all over India. Here I was responsible for Site Accounting like checking individual vouchers according to the approved budget & preparing monthly cash register . Checking Sub Contractors bill & other party bills according to Work Order issued by H.O.Preparing invoices for client of Supply,ETC & Civil for submission to client & making follow up of the payment from client.

Maintaining TDS, WCT report to be submitted to CSEB for certificate issuances .Looking for BG like its submission, extension & its release after work completion. Preparing the clients Supply bill as per DI issued to us. Maintaining invoice records of job works civil, erection, supply in comparison with RA bills passed and balance thereof. Timely submission of C form application to CSEB. I was also responsible for preparing of monthly sales collection data for H.O and also reporting to H.O regarding payment to be collected & also reasons for delay in receiving of payments. Coordinating with H.O & Sales Tax Consultant regarding Sales Tax assessment.

Laisioning with client (CSEB) regarding attending submission & tender openings, drawing approvals of sites ,raising Inspection Calls & DI of material required for project sites . Looking after Labour License & its renewal & maintaining all necessary records regarding Labour Office as per labour laws.

**From Feb’10 TO Oct’11 at 400/220/11 KV S/s of MSETCL, Pune.**

**Project Vaue – 100 Crores.**

**Responsibilities**:

* Checking sub-contractors bill.
* Preparing Client bills for submission
* Looking after payment collection from client.
* Preparing monthly debtor Analysis report.
* Checking vouchers as per company policy.
* Maintaining records for labour office
* Looking after Labour Compliances, Labour License, BOCW certificate.

**Sep’06 –Oct’07 M/s.Subhash Projects. & Marketing Ltd.(H.O -Kolkatta*)* Account Executive**

**Job Profile :- Accounting & Client Billing.**

**Job Location :- Amravati(Maharastra)**.

**Description**: M/s Subhash Projects company deals with various different types of projects which includes execution of Water Supply System to various regions, and also it has a huge project, of nearly 132 crores, Electric transmission project of MSEDCL

I was posted at Achalpur, Amravati Dist (Maharastra) for electric transmission project of MSEDCL.

**Reponsibilities** :

* + Handle complete accounting(Cash & Ledger) both manual & computerized
  + Preparing MIS report on monthly basis.
  + Preparing TDS report of the subcontractors, and sending them to regional office, which is then compiled and sent further to head office in Kolkatta.
  + Preparing Client Supply Bill for payment collection
  + Verification of sub-contractors bill as per work order.
* Maintaining Asset Register at Site.
* Monthly Bank Reconciliation .

**April’05 – August’06 M/s. SMS Infrastructure Ltd. (H.O -Nagpur*)* Accountant**

**Job Profile :- Accounting & MIS Reporting.**

**Job Location :- Yavatmal & Bhandara(Maharastra)**.

**Description:** I was posted at Bembla Irrigation Dam project site (80crores Project)near Yavatmal Dist, Maharastra for 2 months(June & July). Then I was posted at Ghosikurd Right Bank Canal Project at Th:-Pauni, Dist:-Bhandara (Maharashtra).

**Reponsibilities** :

* Maintain Cash Book, Bank Book.
* Prepare monthly bank reconciliation from bank statement.
* Verification of sub-contractors and vendors bill as per order issued from Project In charge at site.
* Prepare monthly salary payments for site staff [80 Staff].
* Maintaining TDS, Purchase, RA bill details registers at site.
* Preparing MIS (Management Information System) which gives monthly information to the management about accounts balances, TDS, VAT, purchases, stock report and customer’s bill on single platform.
* Maintaining Asset Register at Site.

**April’02 –March’05 M/s SMS Paryavaran Pvt. Ltd (H.O -New Delhi) Site Accountant**

**Job Profile :- Accounting**

**Job Location :- Gondia (Maharastra)**.

**Description:** SMS Paryavaran deals in Turnkey Projects of Water Treatment Plants, Sewage Treatment Plants and Combined Effluent Treatment Plants. I worked as a Site Accountant at the project site Arjuni/More at Dist. Gondia, Maharastra for three years. This project dealt with complete development of water supply scheme for 48 villages.

**Reponsibilities :**

* Independently maintaining ledger book, cash book, computerized accounting using Tally 5.4
* Preparing escalation bill
* Preparing log book for vehicles, cash handling and making purchases required for the project
* Prepare monthly bank reconciliation from bank statement.
* Making required purchases for site .

**Personal profile:**

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| Name | :  Rajesh Verma |
| Father's Name | :  Mr. S.C Verma |
| Date of Birth | :  25-05-1976 |
| Gender | :  Male |
| Marital Status | :  Married |
| Nationality | :  Indian |
| Permanent Address | : Flat No.-8/2, Block No.- A3, |
|  | Bhagwati Enclave (Near Sarita Cinema),,  Adityapur – 01,  Jamshedpur.  Jharkand. |
|  |  |
| Language.Known | :  English, Hindi, Oriya, Marathi |

**Place: Hyderabad**

**Date (Rajesh Verma)**