*Dinesh Kumar Singh* 

*Mob.: +91-8851342762, 9453356837*

***Communication Address****: -*

*RZ W-235 Braj vatika Society Flat no.UG03-Rajanagar-2*

*Palam Colony Palam, New Delhi-110077*

***Job Location Address: -***

*Kalpataru Power Transmission Ltd.*

*Mahrajganj-U.P*

[*dksinghpanihar@gmail.com*](mailto:dksinghpanihar@gmail.com)

**OBJECTIVE**

|  |
| --- |
| I am seeking an organization, where my knowledge, education, experience, and skills can be used for the growth of me and my organization. |

**PROFILE AT A GLANCE**

* Hands on experience of more than 15 years, having worked in companies like JMC India Projects, **Kec International Ltd**., **AZURE Power India Pvt. Ltd. Acme Cleantech Solutions Pvt. Ltd, Vascon Engineers Ltd, Unity Infra Projects Ltd.**, excellent analytical and problem- solving skills with a reputation for consistently creating quality work in finance and accounts departments.
* Well versed in SAP, ERP, NAV (Accounting Software), MS Office, Internet, and Intranet tools.

**PROFESSIONAL EXPERIENCE**

|  |  |  |
| --- | --- | --- |
| **Name of Organization** | **Designation** | **Period of Serving** |
| Kalpataru Power Termination Ltd | Dy.Manager Accounts | Nov-22 to Till |
| Kec International Ltd | Sr. Commercial Officer | 03rd March 2020 to Nov-22 |
| Azure Power India Pvt. Ltd. | Executive Finance & Accounts | 03rd October.2016 to March-20 |
| Acme Cleantech Solutions Pvt. Ltd | Executive Finance & Accounts | 08th March 2015 to 15th September 2016 |
| Satnam Engineers & Fab Pvt Ltd. | Executive-Finance & Accounts | 26th December. 2007 to Feb 2015 |

**RESPONSIBILITIES HANDLED PREVIOUS COMPANY**

* **Capex Team** in SAP and Managing the preparation & maintenance of statutory books of accounts.
* SAP post implementation support in **FI, SD, and MM**, also support with **SAP KPMG team** for any major problem or issue in these modules.
* Finance & Accounts: Taking care of Day-to-Day Journal Accounting and Finance (Receivables, Payables, Invoicing, Booking Expense and Banking) responsibility and regular MIS with development and generation. Expense Accounting, Vendor management, bills & payments processing. Invoice validation checking as per Agreement / PO, verifying & booking in SAP. Processing PO or none PO invoices and maintaining payment control sheet, Billing Master, Vendor Summary Sheet. Handling the employee Imprest expenses/travel expenses.
* Coordinate with concern department related queries in invoice/PO and supporting document. Reconciliation of GI/IR Ledger monthly basis. Creation New Vendor code in SAP. And doing Inter Company Accounting/Reconciliation. Handling all general Banking Operation related to payment i.e. RTGS/NEFT/DD. Issue Debit & Credit note as per requirement.
* Preparation of Ageing of Creditors Debit Balance / Follow up with Suppliers for Debit Balances Recovery and submission to management fortnightly. Bank Reconciliation & Reconciliation of Interest Charged on Cash Credit Accounts by Banks.
* Cash Payment & Management of fund utilization against budget. Budget transfer in SAP. Preparing TDS, GST /GST RCM calculation monthly for payment. Review /comparisons the major expense head monthly basis. Booking provisions & prepaid expenses monthly, Quarterly basis. Also working AS7 Working on Quarterly Basis. Expense Booking in SAP Sale deed & lease deed. As per completed EPC Work Cost transfer for assets capitalization. Cost match as agreement EPC Vs SPV.B2B Sale Invoices in EPC Project & with Margin Purchase SPV.
* As per term of Purchase order/Work Order release retention. Amount Calculation confirmation for Letter of Credit.
* Month End Closing & Reporting: Meeting scheduled deadlines for the periodical closing and reporting to seniors
* Support Internal Audit, KPMG **E&Y team** to close the audit related issue.

**RESPONSIBILITIES HANDLED CURRENT COMPANY**

* **Project Commercial Activities:**  
  Subcontractor bill booking and supply GRN in SAP. MIS/expense statements, cash, bank statements, vouchers, final revenue, cost details, billing register (Including billed and unbilled details), Comparison of billed / unbilled with revenue, collection register; Collection - Follow up with client, Stores - Overall charge of all stores related activity, Material Reconciliation, Bank Guarantee's (Extension and Retrieval), Ensure quantities claimed by subcontractor are billed with clients
* **MIS & Project Data:**  
  Variance Analysis - saving in cost & actual Vs zero monthly. Variance analysis on revenue - budget vs actual on a monthly basis. Preparation of project CTC on a quarterly basis. Preparation of Inter Company Reconciliation.
* Preparing of Outstanding Statements of Creditors & Debtors.
* BRS of all Domestic Bank Accounts of company i.e. Collection A/c, Vender A/c, and Petty Cash A/c.
* Computation of Sales Tax, Central Sales Tax, Vat Return.
* Finance & Accounts: Taking care of Day-to-Day Journal Accounting and Finance (Receivables, Payables, Invoicing, Booking Expense and Banking) responsibility and regular MIS with development and generation. Expense Accounting, Vendor management, bills & payments processing. And doing Inter Company Accounting/Reconciliation.
* Responsible for accurate provisioning and actualization of expenses & AS7 Working.
* Coordinating with circle and corporate finance team regarding urgent payments and issues
* Processing invoices related to (PAN India), Administration, Legal, IT, HR and Commercial.
* Advance Payment to vendors and follow up to close the advances lying in the book.
* Ensuring that all payments are made to suppliers within the stipulated time frame.
* Preparing bulk payments through Cheques & NEFT/RTGS. Processing all TDS challan and GST related entries in SAP.
* Knowledge of GST & TDS.
* LC (Domestic and Foreign) Issuance, LC acceptance, LC Payments and their control including LC Margin Reconciliation and LC Schedule
* Day to day Fund Management, Weekly and Monthly Cash Flow and Fund Flow. Investment of spare funds in FDR and Mutual Fund
* SAP MM Module working Preparing Purchase request, RFQ, CPDC & Purchase order/Work order.
* Prepare Migo & Service sheet according PO/WO & Monthly basis GRN/Service sheet Reconciliation

**STRENGTHS**

* Ability to initiate a new proceeding.
* Can work as a Team Leader.
* Co-operation, Coordination & Building team spirit.
* Meeting deadline for responsibilities assigned.

**IT SKILLS**

* SAP (FICO, MM Modules, TRM)
* MS Office (Excel, Word, PowerPoint)
* H2H Implementation.

**ACADEMIC CREDENTIALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Course** | **Name of Institution/ University** | **Period** | **Percentage** |  |
| PGDBA in Finance (MBA) | The Global Open University Nagaland | 2011 | 62% |  |
| M.Com | Veer Bahadur Singh Purvanchal University Jaunpur(UP) | 2006 | 56% |  |
| B. Com (P) | Veer Bahadur Singh Purvanchal University Jaunpur(UP) | 2004 | 55% |  |
| Higher Secondary (UP) | UP Board Allahabad | 1999 | 62% |  |

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Date of Birth | 14th June 1983 |
| Father Name | Lt. Jagdish Singh |
| Language Known | English & Hindi. |
| Permanent Address | WZ-235 Braj vatika Society Flat no.03 Raj Nagar 2 Palam,Delhi-77 |

Current CTC: - Rs.11 Lakh

Date: Sign.