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| **Sandeep Kumar Jain**MBA (Executive Finance), B. Com (P)Flat No.163-D, LIG D.D.A. Flats, Jhilmil Colony, Satyam Enclave,Delhi-110095**M. : 91-9654050650****E-Mail Id: skjain3101@gmail.com** |  |  Sandeep Photo  |
| **PERSONAL** | **Father’s Name:** Sh. Sushil Kr. Jain**Date of Birth**: January 31, 1977**Citizenship**: Indian**Marital Status:** Married**Language Known**: Hindi, English |
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| **OBJECTIVE** | To Obtain a Challenging & Responsible Post in Professionally Managed Organization Where I can Contribute to the Success of the Organization, By Utilizing my Skill & Hard Work and Also Further Improve my Personal & Professional Skill  |
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| **Total Experience****EMPLOYMENT** | **17 years & 8 Months**Currently Working in **Homestead Infrastructure Development Pvt. Ltd.**, Located at Plot-15, Sector-44, Gurgaon, as **Asst. Manager-F&A**. *November16, 2015 – Present* * Making FI Entry in SAP
* Handling Accounts Payable
* Preparation of Daily Bank Reconciliation Statement
* Liosining with Banks
* Prepare Payment Approval Note
* Working Knowledge of TDS & Service Tax
* Revision/correction in TDS return through online (i.e. TRACES website)
* Generating TDS certificates
* Maintaining Fixed Assets Register
* Physical Verification of Fixed Assets
* Reconciliation of various ledgers
* Involving in Internal & Statutory Audit
* Handling Petty Cash and Routine Exp.
* Part of Service Tax audit by department
* Assisting in preparation of Financial Statement
* Maintain all Hard & Soft Record

**Previous Company, Garg Manoj & Co. (CA Firm), Delhi as** **Sr. Accountant***August 17, 2015 – November15,2015* * Auditing & Account Finalization of Manufacturing & Trading

Concerns of a CA Firm Having Turnover in Crores of Rupees* Preparation of Balance Sheet and On line Filing of Tax Audit Report
* Working Knowledge of TDS & Service Tax

**Previous Corporation, Jai Prakash Associates Ltd., H.O. Noida. In Accounts Department of Power Plant Project** *May 1, 2010 – July 14, 2015** Oversee All Commercial Matter in Power Plant Project Department
* Prepare Monthly Funds Requirement Statement (Pre Budget)
* Prepare Payment Note Sheets
* Account Reconciliation with Vendor & Site
* Dispatch Status follow up & Confirm with Vendor & Site
* Site visit & clear pending Issues
* Maintain Bank Guarantee details as per payment terms
* Maintain L.C. status & Expiring date
* All invoices checked with approved billing breakup
* Prepare Yearly Contractual Obligation for Plant & Machinery

**Previous Company, Pramod K. Aggarwal & Co. (CA Firm), Delhi as Sales Tax Executive***December 28, 2008 - April 30, 2010** On line Filing of Sales Tax (D.Vat) Returns
* Case Handling & Preparation of Reports, D-Vat Refund Case Handling
* C-Form & F-Form Issue & Submission with Sales Tax Department
* Book Keeping & Account Finalization of Manufacturing Concerns of a CA Firm Having Turnover in Crores of Rupees
* Working Knowledge of TDS & Preparation of MSOD Against Stock & Book Debts

**Previous Company, M.S. Plastic Industires, Trading Firm, Delhi as Accountant & Supervisor***December 9, 1998 - December 22, 2008** Book Keeping & Account Finalization
* Supervision of the Business Process
* Control of Stock & Receivable Accounts
* Responsible for administration and reconciliation of petty cash fund
* All Banking Work & Payment Collection
* C-Form Issue & Submission with Sales Tax Department
* Maintain all records
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| **EDUCATION** | **Vinayaka Missions University, Tamilnadu (Delhi Branch)**MBA in Executive Finance*June 2011***Delhi University, Delhi**B.Com (P) in Commerce*Qualified- 2000* |
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| **TECHNICAL SKILLS** | * Tally 9.0 , Tally ERP,
* FI accounting in SAP
* Practical exposure of Webtel & Computex TDS software
* Good command over MS Word, Excel,
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Date:

Place: DELHI

 (Sandeep Kumar Jain)