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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, | | |

Date:

Place: DELHI

(Sandeep Kumar Jain)