



**Neelabh Kumar Shrivastava**  
**Dy. Manager (Commercial and Accounts & Finance) & (Project Finance Controller)**  
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### Key Deliverables: Profile Summary

With over 15.6 years of expertise in Project site Commercial & Finance, Taxation, and MIS, I possess proficiency in software systems including SAP, ERP, Advance Microsoft Power BI, and Microsoft Office. My skills extend to modern accounting systems, financial statement preparation, day-to-day account activity management, Budgeting, Forecasting, Cost accounting, and Project reporting. Additionally, I excel in client and vendor communication, possess strong analytical skills, ensure accurate financial reporting and cost tracking, and demonstrate proficiency in project accounting software and financial modeling. My experience includes supervision of commercial activities, finance & accounts management, and comprehensive finance activities encompassing Cash flow management, Taxation, and Bank reconciliation. With effective communication and interpersonal skills, I am equipped to add value to any organization.

### Key Skills

- ❖ Budgeting and Forecasting
- ❖ Cost Control & Monitoring
- ❖ Financial Modelling (Cash Flow statement & Income statement)
- ❖ SAP FICO
- ❖ Fixed Assets Accounting
- ❖ Project Accounts Receivable and Payable (Client Collection & Vendor Payment)
- ❖ Vendor and Client Bill Reconciliation
- ❖ GST Reconciliation 2A & 2B with GSTR1 & GSTR3B
- ❖ Financial Planning and Analysis

### Softkey Skills

- ❖ Analytical and Problem Solving •
- ❖ Time Management Skills
- ❖ Adaptability • Leadership • Teamwork
- ❖ Communication Skills

### WORK EXPERIENCE

#### Current Company-

**Jun'2025 to current**

- **M/S Vibrant Construction Pvt. Ltd**  
**Manager Finance & Accounts**  
**New Guwahati Airport Project- Guwahati, Assam**  
**Client- Adani Group**

#### Previous Company

- **Tata Projects Limited**  
**Dy. Manager Finance & Accounts (Commercial)**  
**Water supply and sewerage projects-Bhubaneswar, Odisha**  
**Client- (Water corporation of Odisha (WATCO) Bhubaneswar, Odisha).**

**July'2022 to April'2025.**

- 1) Cost Estimation & Budgeting:** Prepare and monitor project budgets on Monthly, Quarterly and annual basis, ensuring adherence to financial guidelines. Track head wise project expenses against the fixed budget (**Direct and Indirect Cost**), identifying variances and potential overruns. Analyze project costs both **CAPEX & OPEX and COGS** and provide recommendations for cost optimization.
  - a)** Analyze direct and indirect costs, including materials, labor, subcontractors, and overhead expenses.
  - b)** Prepare detailed cost estimates for new & running projects.
  - c)** Assist in the preparation of annual budgets, forecasts, and financial projections for smooth operations.
  - d)** Establish effective cost accounting systems to provide timely, accurate and consistent cost inputs.

- e) Develop annual Revenue budget guidelines, standards, time schedule and assumptions.
- f) Capture relevant data from SAP for cost sheet preparation of ongoing projects. Analyze project-wise profitability for projects.

## 2) Cost Monitoring & Control:

- a) Identified and analyzed cost variances, investigating the reasons for deviations and recommending corrective actions.
- b) Implemented cost control measures to prevent overruns and ensure optimal resource utilization.
- c) Ensured correct absorption of overhead costs, including depreciation, utilities, and administrative expenses, into project costing.
- d) Work closely with project managers, engineers, and project teams to track costs and progress.
- e) Provided insights on cost-saving opportunities, pricing strategies, and financial impacts of project decisions.
- f) Prepared and provided monthly, quarterly and yearly variance reports between actual and budgeted figures, provide necessary explanations on large variances.
- g) Provided monthly updates to concerned departments regarding variance of actual expenditure from Budget and support in provisioning for rest of financial year to adhere to Budget.

## 3) Invoice Preparation & Revenue Recognition: Process and reconcile invoices from suppliers & subcontractors and Customer, ensuring accuracy and timely payment. Maintain records of all project-related invoices and payments. Expense Reporting and Reconciliation: Manage and track project-related expenses, ensuring compliance with company policies. Reconcile bank statements and other financial records to ensure accuracy and completeness.

- a) Ensured that invoices reflect contractual terms, agreed-upon milestones, and cost variations.
- b) Monitored outstanding invoices and accounts receivable, ensuring timely payments from clients.
- c) Coordinate with the functional stakeholders and clients to follow up on overdue payments and reduce collection delays.
- d) Work closely with project managers and finance teams to ensure revenue is recognized correctly in financial statements.

## 4) General Ledger Management: maintained and update general ledger, ensuring accurate recording of all transactions in accordance with accounting principles (IndAS/GAAP/IFRS). review and post journal entries for various financial transactions. Performa Monthly, Quarterly and annually reconciliation of general ledger transactions.

## 5) Account Reconciliation: Perform regular reconciliation of Vendor account, Client Receivable account and general ledger Accounts to ensure accuracy and resolve discrepancies in a timely manner.

## 6) Financial Reporting: Prepare and submit project-specific financial reports like **project costs, revenue, profit margins, and billing trends, BRS, profit and loss statement, cash-flow statement, tax return, and aging reports of Trade Payable and Trade Receivable** to project management and other stakeholders, analyze financial data to provide insights into project performance and identify areas for improvement.

## 7) Compliance and Auditing: Ensure compliance with relevant accounting standards and regulations. Support project audits and provide relevant financial information during Internal and External Audit. Assist with the resolution of Audit findings related to Project Financial and store transactions and rectification.

## 8) GST & Reconciliation: Ensure compliance with all GST laws and regulations. Conduct regular GST reconciliations and audits. Maintain detailed and accurate records of GST transactions. Provide guidance

on GST implications for business Tax Team.

- (a) Tax Calculation & Reconciliation:** Calculating GST liabilities for the organization, Reconcile GSTR1 with GSTR3B and GSTR2A including SGST, CGST, and IGST, based on transactions and sales.
  - (b) Invoice Verification:** Verifying and ensuring that invoices from suppliers and vendors and Client are correctly formatted and contain all required GST-related information.
  - (c) Input Tax Credit (ITC):** Managing and reconciling ITC claims, ensuring compliance with GST laws and regulations.
  - (d) Filing GST Returns:** Preparing and filing GST returns, including GSTR-1 (outward supplies), GSTR-3B (monthly summary), and annual returns.
  - (e) Record Keeping:** Maintaining organized records of GST-related documents, including invoices, returns, and ITC records.
  - (f) GST Compliance:** Ensuring compliance with GST rules and regulations, and addressing any compliance issues promptly.
  - (g) GST Audits:** Assisting with internal and external GST audits, providing the necessary documentation and records.
  - (h) Liaison with Authorities:** Coordinating with GST authorities, addressing notices or queries, and facilitating inspections if required.
  - (i) Vendor and Customer Relations:** Collaborating with vendors and customers to ensure GST compliance in transactions.
- 9) Collaboration with other Department:** Collaborate with store, Admin, Project Managers, Engineers, and other team members to ensure financial information is accurate and readily available. Assist with cross-functional project involving financial data and ledger management.

- **Larsen & Toubro (L&T Construction)** **Feb'2017 to Nov'2020.**  
**Account Officer (PT&D)**  
**Patna ("Integrated Power Development Scheme" (IPDS) Project).**  
**Client-(SBPDCL-South Bihar Power Distribution Company).**
- **Larsen & Toubro (L&T Construction)** **Nov'2020 to Jun'28'2022.**  
**Executive Accounts/Project Accountant (PT&D)**  
**IRCON T48 Railway TUNNEL PDS AND VENTILATION SYSTEM – Jammu & Kashmir**  
**Client- (IRCON- Northern Railway).**
- ❖ Account Executive in L&T construction at 2017 manages the accounting- related aspects of specific projects, including contract modifications, compliance, payments, and reporting. They work closely with project teams, assist with accounting inquiries, and manage invoices, payments, client receivable and compliance for assigned projects. This role also involves generating reports and potentially traveling to project sites for status reviews.
- **M/S Bajaj Electricals Ltd, Mumbai** **July'15 to 30<sup>th</sup> January '2017.**  
**Sr. Accountant cum Commercial Officer.**  
**Rajiv Gandhi Gramin Vibhuti Karan yojana-II Phase. Panna & Chhatarpur.**  
**Client- MP Electricity Board.**
- ❖ Prepare and monitor project budgets, ensuring adherence to financial guidelines and Track project expenses against the budget, identifying variances and potential overruns Analyze project costs and provide recommendations for cost optimization and Process and reconcile invoices from suppliers and subcontractors, ensuring accuracy and timely payment. Maintain records of all project-related invoices and payments. Prepare and submit project-specific financial reports to project management and other stakeholders and analyze financial data to provide insights into project performance and identify areas for improvement.

➤ **Sri Gopikrishna Infrastructure private Limited, Hyderabad**  
**Accountant & Administration Officer.**  
**("Integrated Power Development Scheme" (IPDS) Project)-Ambikapur**  
**Client- CG Electricity Board.**

**May-12 to Jun'15**

- ❖ Budget Management: Preparing and reviewing project budgets, forecasts, and cash flows. Cost Tracking: Accurately tracking project costs, including labor, materials, and other expenses. Financial Reporting: Preparing financial reports to track project performance, variances, and profitability. Variance Analysis: Analyzing project expenses and identifying any variances from the budget, providing explanations and recommendations. Invoicing and Payments: Overseeing invoices and payments to suppliers and contractors. Compliance: Ensuring compliance with accounting standards and policies. Auditing: Supporting audits and resolving any discrepancies or issues. Communication: Communicating project financial status to project managers and stakeholders. Process Improvement: Developing and implementing financial processes and systems for project management. Business Partnering: Working with non-finance managers to develop processes and understanding of financial requirements Technical Support: Providing technical support on financial matters related to the project.

➤ **Genus Power Infrastructure Limited, Jaipur**  
**Accountant (F&A)**  
**Rajiv Gandhi Gramin Vibhuti Karan yojana kanker & Rajanandgaon.**  
**Client- NHPC & CG state Electric Board.**

**Nov'09 – April'12**

- ❖ An assistant Project accountant primarily supports the Project account Manager by managing financial records, processing transactions, and preparing reports related to specific projects. This role often involves assisting with budgeting, forecasting, and cost control for individual projects.

**Academic Credentials**

- ❖ MBA (Finance) from VBSP University in 2009.
- ❖ B.A.(Economics) from VBSP University in 2006.
- ❖ HSC from UP Board in 2003. Secured 2nd division.
- ❖ SSC from UP Board in 2001. Secured 2ndst division.
- ❖ Certification in Finance Management-1
- ❖ Certification in Six Sigma online course.
- ❖ SAP FICO certification from Udemy.
- ❖ ChatGPT & AI in Microsoft Office from skill Nation.
- ❖ AI Dashboards using Microsoft power BI from Skill Nation.
- ❖ Master In GST from Udemy.

**IT Skills**

- ❖ Well versed with MS Office and Internet Applications.
- ❖ Knowledge and work with Tally ERP9 (Enterprises resource planning).
- ❖ Knowledge and work with **SAP Since 2020.**
- ❖ Chat GPT & AI in Microsoft Office.
- ❖ AI Dashboards using Microsoft Power BI

**Personal Details.**

Date of Birth: 2<sup>nd</sup> January 1985.  
Languages: Hindi and English.  
Address: Pwd Workshop line bazaar, Jaunpur (UP) – 222002.