

Rajiv Kamlesh Singh
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rajivkamlesh@gmail.com

Cell No.09920129050

Curriculum Vitae

Carrier Objective:

“Best utilization of my skill, intelligence and experience for a responsible and rewarding job profile.”

Personal Information:

Name	Rajiv K. Singh
Fathers Name	Kamlesh L. Singh
Date of Birth	1 st February 1976
Marital Status	Married
Known languages	English, Hindi and Marathi

Primary Skills:

- Good analytical skills.
- Good Communication skills.
- Good coordination skills and maintain a relation.
- Can manage and perform well under pressure.

Academic Qualification: -

Bachelor of Commerce:	Passed from Model College of Commerce (Mumbai University) in the year 1997.
Diploma in Business Management:	Diploma in Business Management from Prin. L.N.Welingkar Institute Of Management Development & research in the year 1998.
Professional Qualification:	The Institute of Cost and Works Accountants of India (ICWAI) Passed In 2008.

Computer Awareness:

Extensive knowledge of SAP (FICO Module), Tally software, MS Office (Word, Excel, PowerPoint)

Operating Systems	Windows 2015, Windows NT 5.0, Windows 2012, Windows 2013, MS-DOS 6.22
Application Software	SAP (FICO)-S/4 HANA, MS Word, Excel, Outlook, Tally 6.3 and Trio, CSFA (Accounting Package), Internet Environment.

Work History: -

Total Work Experience: Total 24 Years (22Years in Manufacturing Industries-Plant Accounts and 2 years in Service Industries).

- Currently working with **TATA PROJECTS LTD** as DGM- Finance &Accounts.

Worked with EXIDE Ltd.-as 'Head -Accounts(Business & Plant Finance Controller) (Jan 2021-July 2024)

Brief Job Description-

- Development of Plant Controlling Function at Manufacturing Plant
- Product Costing and Analysis
- Handling business planning and budgeting.
- Creation of Business Plan for new business development initiatives.
- Periodic Production related meetings and support from Costing and Controlling side.
- Support in evaluating 'Make or Buy 'analysis.
- Support in finding out productivity improvement areas, concepts and its implementation.
- Work with Production Manager on Cost optimization and close monitoring and supervision.
- Evaluate the proposal for 'Investment /Capital expenditure 'and evaluate from controlling prospective.
- Completion of timely Cost Audit as per regulations.

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- Worked with **Mahindra & Mahindra Ltd** as Manager–Accounts (Dec 2009- Dec 2020).

PRINCIPAL ACCOUNTABILITIES :

- Plants MIS & Analysis.
- Product Costing and Inventory Valuation (PCIV)
- Review of product cost roll up to ensure accuracy and understand cost drivers.
- SAP developments related to CO module.
- Plan & Coordinate for physical count of inventory at required frequency and proper accounting of deviations identified during the physical count.
- Cost audit.
- Periodical Comparison of product wise Cost of Aggregates and Major Models.
- Work on process improvements in the related area for automation to reduce manual efforts.
- Support the preparation of monthly, quarterly and yearly accounts.
- Strengthening of controls and processes in company and drive digital initiatives across finance.
- Provides Product Costing/ inventory information to management through MIS highlighting exceptions/variances & areas to be focused for effective cost control.

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- Worked with **SIEMENS Ltd.** since Sept 2008- Nov2009 as Sr. Executive-Finance &Accounts

Job Profile:

- Worked as Financial Controller for one of the major business unit.
- Ascertaining the pricing before submission of new proposals.
- Reviewing the contract management and commercial aspects of agreements with customers & vendors.
- Preparation and presentation of monthly MIS & other reports to management.
- Preparation of annual budget.
- Monitoring of Financial and business performance and reporting of variances if any as compared to budget.
- Carried out effective cost control measures to achieve budgeted targets of the business unit.
- Worked closely with management in strategic decision making.

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- Worked with **Alembic Pharmaceuticals Limited.** As Senior Executive (COSTING& MIS) from November2006 to August 2008.

Job Description:

- ✓ Accounts & Costing-MIS Related Responsibilities: -
 - Monthly Product wise –Batch wise Yield Statement etc.
 - Marginal Cost (Product-wise Contribution). Statement, Absorption Costing, ABC Analysis.
 - Product Costing, Product Pricing, preparation of Cost-sheet
 - Division-wise Monthly Income (Profitability) Statement.
 - Variance Analysis (Raw Material Variance, Sales Price Variance, Sales Volume Variance etc.).
 - Monthly Performance report of Various Division.
 - Monthly Profitability Statement of International Marketing Division
 - Monthly Sales Performance (Actual Vs Budget) of various Division and target achieved.
 - Monthly Division-wise expense (Sales Promotion, free unit, Gift etc.)
 - Monthly Bank Reconciliation and Individual Employees Ledger Reconciliation.
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- Worked with **SHI Group-Officer (Costing & MIS)** (Formerly Herdillia Chemicals Limited) from November 2004- October 2006.

Job Description:

- ✓ Accounts & Costing Related Responsibilities: -
 - Monthly Product Wise Yield Statement etc.
 - Marginal Cost (Product-wise Contribution). Statement, Absorption Costing, ABC Analysis.
 - Product Costing, Product Pricing.
 - Raw Material Transit and Storage (loss)/gain Statement.
 - Variance Analysis (Raw Material Variance, Sales Price Variance, Sales Volume Variance etc).
 - Maintenance of Process Chemical and Packing Material Ledger
 - Maintenance of Engineering Stores Ledger
 - Reconciliation of Engineering Stores Stock Ledger with General Ledger
 - Daily Bank Entries
 - Bank Reconciliation Statement.
 - ✓ Prime Responsibilities: -
 - Fixed Expenses Allocation on Quarterly basis.
 - Variable Expenses allocation on Quarterly as well as on Yearly basis.
 - Preparation of Monthly Bank Hypothecation Statement.
 - Physical verification of Raw Material, Finished Goods, Process Chemical and Packing Material Stock at the end of each Quarter.
 - Preparation of Quarterly Audit Schedule.
 - To monitor & maintain a stock of the raw material as well as finished goods.
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- Worked with **HINDUSTAN UNILEVER LIMITED** as Cost Trainee (Oct 2003-Oct 2004).

Job Description:

- To Pass Daily Bank Entries in General Ledger.
 - To Prepare Monthly Bank Reconciliation Statement.
 - To Debtors Reconciliation Statement.
 - To Prepare Packed Stock Reconciliation Statement.
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Attributes:

- *Intelligence, Willingness to work hard, Readiness to accept the challenges and ability to adapt to various working condition, adjust myself in any environment.*
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DATE:

Rajiv K. Singh
Mumbai

