

# PS

# Pankaj Kumar Singh

## OBJECTIVE

Accounting professional with good experience in a target driven environment. Proven track record in consistently and committed delivering the services which enhance the company's credibility and profitability.

## CONTACT

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Email✉

[iaspankaj1012@gmail.com](mailto:iaspankaj1012@gmail.com)

## SKILLS

FIN. PLANNING

STAT. AUDIT

TAXATION

SAP TOOL

## EXPERTIES

ADVANCE EXCEL

MS OFFICE

SAP/HANA (FICO-Module)

TALLY ERP.09

## WORK EXPERIENCE

### "KEC International Limited" Office Commercial (Mar'20 – Present)

- Corporate Head Office -Gurgaon
- Currently working at Site: Patna Metro (Civil & OHE)

Project Cost -220 Core

Software- SAP

### Job Profile- Site Commercial/Admin/HR (Single handed working for both Projects)

#### Commercial Work

- (1) Vendor invoice in SAP (Subcontractor/vehicle/Manpower etc)
- (2) Site Imprest/Site cash payment
- (3) Site Budget/ZBC Control/CTC
- (4) Overhead Monitoring
- (5) Monthly books closing condonation with HO
- (6) Vendor Payment reconciliation
- (7) CPDC Creation both Service & Material
- (8) Client billing in coordination with Billing and Planning team with BOQ Item
- (9) Store setup and inventory MIS Monthly Basis
- (10) GST & TDS
- (11) Payment Liaising with DMRC Client

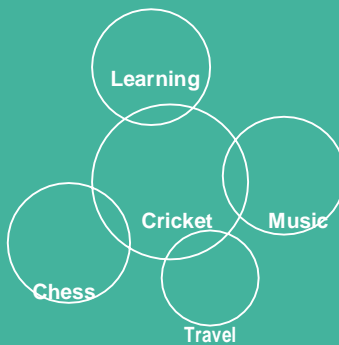
#### Admin Work/HR Works

- (1) Labor Wages preparation monthly (From A, B, C,D)
- (2) Labor PF ESI Detail and Challan
- (3) Labor Liaising with Labor Dept.
- (4) Vehicle arrangement
- (5) Guest House arrangement
- (6) Site operation work
- (7) Daily attendance sheet Prepare/Monthly send to HO.
- (8) Labor Report daily basis
- (9) All Site setup works, and requirement followed and allied with Project Manager/Civil team
- (10) Safety requirement and arrangement with hospital tie up and allied with safety team as per Site Requirements
- (11) Site Pest Control

### "DCM Shriram Industries", Executive – Accounts (Dec'21 to May-22)

- ♣ Managing day to day factory operations i.e. cash, Bank, JV, Purchase and all other issues related to Plant, inter unit reconciliation etc.
- ♣ Supervising Timely Preparation of Statutory books of accounts.
- ♣ Handling Statutory and Internal Audits.
- ♣ Adequate experience in compliance under GST act.
- ♣ Knowledge of Monthly/Annual Filing of GST Filling

## INTERESTS



### “Jagatjit Industries Limited” – Accounts Executive

(Dec’15 – Mar’20)

Behror-Rajasthan

- Prepared journal entries, complete general ledger operations.
- Monthly, year-end closing and draw up financial reports.
- Reconcile and maintain balance sheet accounts.
- Ensured proper recognition of revenue and expenses for departmental cost center activity.
- Administer accounts receivable and accounts payable from our banks and treasury.
- Assured preparation and coordination of the audit process.
- Analyzed revenues, commission, and expenses to ensure they recorded appropriately on a monthly basis.

### “Babson Drugs & Pharmaceuticals Pvt Ltd” – Accounts Officer

(May’11 – Jun’13)

- Preparing assets, liability, and capital account entries.
- Preparing balance sheet, profit, and loss statement.
- Securing financial information by completing data backup.
- Statutory financial audit of manufacturing
- Involved in the maintenance of inventory register which involved valuation.

## EDUCATION

- **MBA in Finance** – Pursuing from Shobharty University
- **Bachelor of Commerce**, VBPU. in 2010
- **ICAI-CPT** – 2009
- **ITT by ICAI** – 2010
- **Computer Certificate** (CCC)

## PERSONAL DETAILS

Date of Birth : 10 - Dec – 1989  
Native of : Shivdaspur Manduadih Varanasi-221103  
Interest : Hearing Music, Playing Cricket, and Chess.  
Language Proficient: Hindi and English