

RAJESH JAISWAL

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Seeking Senior Managerial Positions in Accounts/ Purchase/ Auditing / Balance Sheet/ Inventory Management/ Credit Control with an organization of repute

EXPERIENCE SUMMERY

- A dynamic professional with **over 19years** of dynamic experience in **Financial Operations like Accounts, Auditing, Purchase, Reconciliation Statements, Creditor/Debtors Management Auditing, Taxation and MIS Procurement and MIS Reporting.**
- Currently associated with **M/S King Facility Services Pvt. Ltd.** as Sr. Accountant
- Demonstrated acumen in handling Purchase, Accounting, Policies & Procedures, Annual Accounts, Periodical Books, Records, Auditing and Monitoring Branches, Maintenance of General, Debtors & Subsidiary Ledgers, Cash/bank book & all other books as required by law.
- A strategic planner with proficiency in implementing cost saving measures to achieve reduction in terms of procurement and cost.
- Exceptional negotiation & relationship management skills with ability to relate to people at all level of business
- Proficiency in monitoring & implementing internal control systems for all financial and statutory matters
- Negotiated price with the important suppliers and managed to reduce the price and established favorable terms
- Effective communicator with honed interpersonal, negotiation & relationship management skills

AREA OF EXPERTISE

~ Accounts Management
~ Vendor Development
~ MIS Reporting

~ Purchase/Cost Control
~ Inventory Management
~ Budgeting/Marketing

~ Training & Development
~ Credit Control
~ Payables Management

EXPERIENCE DETAILS

Jul 1996 to Jul 1997	M/S Mudit Enterprises, Aishbagh, Lucknow	Accountant
Oct 1997 to May 1998	M/S Hindustan Sanitary & Tiles, Heabet Road, Lucknow	Account I/C
Jun 1998 to Feb 2000	M/s U.P. Asbestos Ltd., Raibareilly Road, Lucknow	Executive (Accounts/Inventory)
Mar 2000 to Jul 2012	M/S Bhagirath Tea & Chemicals Pvt. Ltd., Kanpur Road, Lucknow (Sister Concerned)	Account In-Charge
	M/S Lifestyle Hotels Pvt. Ltd., Kanpur Road, Lucknow (Sister Concerned)	Store Manger
Aug 2012to April-2016	M/S Suyash Builders & Developers Pvt. Ltd., Indira Nagar, Lucknow A Sister Concern M/s Samriddhi Infra Estate Pvt. Ltd.	Account Manager
May2016 to May-2021 Date	M/s Wealth Mantra Limited	Finance Executive
JUNE 2021 to June-2024	M/s Mehrotra Perfumers Pvt. Ltd. with Sister Concern Lalji Aromatics Pvt.Ltd.	Accountant
JUNE-2024 to Till Date	Embellishment Sr. Accountant	Accountant

KEY DELIVERABLES

Accounting Functions

- Maintaining statutory books of accounts and reconciliation of financial statements in compliance with the norms as well as ensuring smooth operations of banking process.
- Presenting a true and fair view of the financial position of the company by way of timely preparation of annual reports ensuring analyzing the expenditure on a monthly basis to control expenses.
- Preparing and finalizing different type of financial statements such as cash book, bank book, sales register, and

Purchase register, etc.

- Monitoring of stores & goods receipt reports receiving & inventory funding bill passing for payments of suppliers

Purchase management

- Managing and supervising the preparation of purchase order and the comparative statement.
- Formulating and planning effective strategies for sales & marketing through various dealers in the assigned Region / territory.
- Developing key strategies for the purchase of materials from sources & achieving cost reduction and cost savings
- Mapping and implementing inventory control measures to reduce obsolete stock, keep tab on slow-moving items, and achieve reduction in inventory management cost.

Receivable / Payable Management

- Overseeing advance controls for advance payments & follow-up with purchaser, cost center wise consumption & analysis with average consumption.
- Preparing and following up of bills receivables after invoicing to debtors, conducting ageing analysis with an aim to keep receivables under control.
- Ensuring that all payments are made to suppliers within the stipulated time frame and managing accounts payable within the pre-set parameters.
- Conducting ageing analysis of the payables to understand the paying pattern and devise effective accounts payable policies.

Auditing & Taxation

- Coordinating in complete planning & management activities for ensuring completion of internal & statutory audits within time.
- Handling the internal audit of the companies including setting up of internal audit systems as well as monitoring of the implementation of the systems.
- Preparing tax plans and ensuring timely assessment and filing of direct & indirect tax returns, Sale tax, VAT, excise, service tax, GST Filing, TDS Filing.

SIGNIFICANT ACCOMPLISHMENTS

- Pioneered in designing various documents like budget formats/notes, verifying budget details, preparing Quarter wise P & L account/Receipts & payments details and finalizing annual budget.
- Administered and mapped the Receipt, TDS deducted timely return submit, Brokerage payment, Purchase Bills Reconciled than payment, Plots Inventory maintain, Salary for Staff distribution, Cash Handling.

M/s Embellishment, Gomti Nagar, Lucknow

- Coordinated with the Legal Advisor on Legal issues including preparation of drafting.
- Successfully prepared and mapped the Audit programs complying accounting standards by The Statutory requirement as Bank Payment with Total Bank Transaction with GST, PF, ESIC, deductions, and other statutory payments & TDS etc. Salary for Staff, distribution, Cash Handling.

At M/s Mehrotra Perfumers Pvt. Ltd. with Sister Concerned Lalji Aromatics Pvt. Ltd. Nandan Mahal Road, Lucknow

- Played a key role in designing budget formats/notes, verifying budget details, preparing Quarter wise P & L account/Receipts & payments details and finalizing annual budget.
- Coordinated with the Legal Advisor on Legal issues including preparation of drafting.
- Successfully prepared and mapped the Audit programs complying accounting standards by The statutory requirement as Direct tax, Indirect Tax, Corporate Tax, Service Tax, GST & TDS etc. Salary for Staff distribution, Cash Handling.

At M/s Wealth Mantra Limited, Vibhuti Khand Gomti Nagar, Lucknow

- Played a key role in designing budget formats/notes, verifying budget details, preparing Quarter wise P & L account/Receipts & payments details and finalizing annual budget.
- Coordinated with the Legal Advisor on Legal issues including preparation of drafting.
- Successfully prepared and mapped the Audit programs complying accounting standards by The I.C.A.I. and statutory requirement as Direct tax, Indirect Tax, Corporate Tax, Service Tax, Vat & TDS etc. Salary for Staff distribution, Cash Handling,

At M/S Suyash Builders & Developers Pvt. Ltd., Indira Nagar, Lucknow

- Played a key role in designing budget formats/notes, verifying budget details, preparing Quarter wise P & L Account / Receipts & payments details and finalizing annual budget.

- Mapped and structured annual operational budget and implementing control measures to contain expenses within defined limits.
- Coordinated with the Legal Advisor on Legal issues including preparation of drafting.
- Successfully prepared and mapped the Audit programs complying accounting standards by The I.C.A.I. and statutory requirement as Service Tax , TDS etc.

At M/S Bhagirath Tea & Chemicals Pvt. Ltd., Knp. Road, Lucknow

- Played a key role in designing budget formats/notes, verifying budget details, preparing Quarter wise P & L account/Receipts & payments details and finalizing annual budget.
- Significantly planned and arranged meetings with MD's of Sales & other departments to monitor the past performance and develop further strategies on monthly basis.
- Mapped and structured annual operational budget and implementing control measures to contain expenses within defined limits.
- Coordinated with the Legal Advisor on Legal issues including preparation of drafting.
- Successfully prepared and mapped the Audit programs complying accounting standards by The I.C.A.I. and statutory requirement as Direct tax, Indirect Tax, Corporate Tax, ESIC Act, and PF Act etc.

At M/S Lifestyle Hotels Pvt. Ltd., Knp. Road, Lucknow

- Skillfully completed the accountability for purchasing of various items from Housekeeping to Kitchen for effective running of the hotel.
- Mapped and introduced the concept of MIS reporting to update the Management on regular basis.
- Successfully structured various training sessions for the team to enhance their performance.
- Played a key role in negotiating with vendors for the supply the best qualitative products on most competitive prices and also developed good business relations with them.

At M/s U.P. Asbestos Ltd., Rai Bareilly Road, Lucknow

- Adroitly executed various cost rationalization measures to maintain overall competitiveness.
- Significantly mapped and improved internal control measures by recording and monitoring company's expenses.
- Meticulously scrutinized the overall Monthly TDS, quarterly FBT, Sales Tax, Income Tax, PF, ESIC, PT deductions, and other statutory payments.
- Played a key role in maintaining statutory books of accounts viz, Sales, Purchases, Journal, cash/Bank Book in compliance with time and accuracy norms.

At M/S Hindustan Sanitary & Tiles, Heabat Road, Lucknow

- Designed & executed internal controls plans & quality audit checks for various operational areas and recommended cost control measures for improvement.
- Drove the efforts for preparation of daily reports and follow up of payments.

At M/S Mudit Enterprises, Aishbagh Road, Lucknow

- Winner of the 'Best Accountant' Award at Bhagirath Tea & Chemicals Pvt. Ltd.
- Played a vital role in the development and implementation of the centralized invoicing authorization system that removed the chances of wrong and unauthorized invoicing from the billing department.
- Entrusted with the onus of taking care of Assessment up to finalization level.
- Identified and closely implemented potential areas for cost savings.

Scholastics

1996

B.Com. From Lucknow University

Professional Course

- Successfully completed 6 Months Hotel Management Course from Life Style Hotel Pvt. Ltd.

IT Forte

- Accomplished P. G. Diploma in Computer Science from UP Tech, Lucknow
- Well versed with MS Office, Windows Internet Applications and Tally Prime.

Personal Dossier

Date of Birth: 1st March 1974

Marital Status : Married

Reference: Available on request