

Curriculum-Vitae

Rajeev Nandan Prasad.

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Objective

To contribute to the growth and progress of the organization by the sheer hard work willing to take up challenging job with ample opportunities for learning and growth. Aspiring to be an organization and member of my team by creating a conducive for the same.

Professional Experience

Organization : INDIGO PAINTS LTD
Designation : Sr. Accounts Officer - Accounts
Duration : 01.01.2020 To Till Date

Job Responsibilities

- Recording transactions: Recording payments, expenses, and transactions
- Processing invoices: Sending out invoices and bills, and following up on overdue payments
- Reconciling accounts: Regularly reconciling bank statements & and other financial accounts
- Analyzing data: Analyzing financial data and preparing financial statements to provide insights and recommendations to the finance manager
- Monitoring compliance: Tracking financial transactions, expenses, and budgets to ensure compliance with company policies and regulations

- Collaborating with other departments: Working with other departments, such as sales, purchasing, and operations, to support business operations and coordinate financial activities
- Working on SAP Applications.

Organization : TGH LIFESTYLE SERVICES PVT LTD

Designation : Sr. Manager- Admin & Operations

Duration : 1st SEP 2005 To 31.12.2019

Job Responsibilities

Assisting the department in project management, cost optimization and implementing business expansion plans. Contracts management. Cost control and ensuring timely implementation of the project.
Managing repair, maintenance & replacement of office equipment, appliances, furniture, furnishings, vehicles, building, etc.
Purchasing, Implementation and operations of Security and Surveillance Vendor management- acquisition, installation and commissioning of equipment that are required for the facility – IT Systems, air conditioning etc.
Processes, Documentation, Business Control checks, audits etc. Monitor all Statutory Compliance areas.
Asset Management of all Site operations assets across multiple locations.
Event Management, organizing meetings, conferences, making travel arrangements and hotel reservations for guests & foreign delegates.
Liasioning and coordinating with various departments within the corporate office and all branch offices.
Active participation in the Leadership Team for Strategic Business Planning, implementation, client interaction etc.
Upkeep of office administrative facilities and ensure availability of daily miscellaneous requirements to provide harmonious work culture to employees.
Acting as info-hub for providing administration related information and supervising administrative activities like general admin, verification of stationery stock, petty cash, courier, florist, pest control, housekeeping, etc.
Specialization in handling back office operations, inter-office correspondence, confidential mails, quotations, monthly billing, cheques, etc.

Organization : **ABDULLAH TANNERY (PVT) LTD.**

Duration : 06/01/2003 to 30/08/2005.

Designation : ACCOUNT CUM ADMIN EXECUTIVE .

Job Responsibilities:

- Maintaing Accounting Transaction day to day .

- Preparing Monthly Report as sales Register, Purchase Register
- Stock Inventory, Bank Transactions.
- Planning Indent Materials.
- Dispatch of transportation & Orders.
- Daily Monitoring, Sale order punch
- All billing and permit issue.
- Residence verification- Should be satisfactory
- Issuance of Appointment letter- (For new join's 6 months trainee/offer letters)
- On successful completion of 6 months – issuance of permanent appointment letter
- Issuance of ID cards
- Submitting Daily report to Branch Head

Leave Records

- Recording of attendance.
- Maintaining of leave records

PF / ESI

- For all permanent employees

Administration

- Monitoring to Team Leaders and Tele caller
- Preparing MIS Reports
- Maintenance of impress Expenses
- Ensuring cleanliness of office
- Maintaining personal records of all employees.
- Issuance of visiting cards to Employees.
- Monitoring to Telephone bills and Electricity bills
- Responsible for the managing the entire personal And administrative department of the manufacturing Facility, Implementing, HR related policies, Resource, Manpower, identifying training needs, PF/ESI and IR

Salary Calculations

- Monthly Salary Calculations
- Calculation of Incentive

Academic Qualification:

1. B.Sc. with Physics from B.N.M. University.
2. M.Sc. with Physics from B.N.M. University.

Technical Qualification:

Operation System : Diploma in Computer Application

(Window XP Professional)
(Ms Dos, Word, Excel, PowerPoint, Etc.)
Networking : INTERNET, E-MAIL.
Projects Done : Personal Management

Achievements:

- 1.College Topper in Post Graduation (M.Sc)
- 2.Star Employee Award in TGH Life Style Services Pvt Ltd
- 3.Long Service award with excellence in TGH Life Style Services Pvt Ltd.

Personal Details:

Name : Rajeev Nandan Prasad.
Father's Name : Sri Devki Nandan Prasad.
Date of Birth : 1st Jan 1974.
Marital status : Married.
Religion/Nationality : Hindu/Indian.
Language Known : Hindi/English.
Preferred Location : Delhi & Bihar
Current Location : Bihar
Current CTC : 7.59 Per Annum
Total Experience : 22 years

Date: -
Place: -

(Rajeev Nandan Prasad)

