

RESUME

BHASKAR ANAND

M-123/B LANE NO 9 SHASTRI NAGAR DELHI 110052, DELHI, DELHI 110052 | (H) +9810663389
| (C)9810663369 | anand123bhaskar@gmail.com,anand123bhaskar@yahoo.com

PROFESSIONAL SUMMARY

Diligent and dedicated Manager with 20 years of experience in the Real Estate and Others industry. Excellent interpersonal and communication skills. Dynamic and determined with exceptional leadership qualities.

PERSONAL INFORMATION

Total work Exp : 20 years CTC : 6,00,000/- P.A.

SKILLS

Powerful negotiator

Self-motivated

Liaison

Leadership

Assessment and analysis

Budgeting And Finance

MS Office & Windows

Exposure to various Packages viz SAP,ERP TALLY.

Familiar with Team Internet Operations. MS Excel, Word Busy, Team

TALLY & SAP-FICO

Project

management

Client

Services

WORK HISTORY

FEB 2019-TILL DATE *Manager Accounts & Finance* | PVNI SERVICES INDIA PVT LTD DELHI

JUNE 2018-FEB 2019 *Deputy Manager Accounts & Finance* | MRG WORLD PVT LTD | GURUGRAM

SEPT 2006-JUNE 2018 *Deputy Manager Accounts & Finance* | BPTP Limited | New Delhi, DL

Manage Financial Accounting,

MIS and legal compliance for the branch.

Recovery of payment on time.

Vendor payment on time.

Managing account reconciliation and compliance

Assist to Preparing and analysing

Accounting for banking

Managing payments - Review and manage all payments,

Follow up with outstanding debtors overdue advances & debts

Preparing daily, weekly and MIS of Projects payments.

Liaising with third parties.

Support Sales and Marketing team.

Contract

Management.

Inter companies

transaction	Reconciliation
Facility Management Assistance.	Project wise Accounting
Rent bill making & there account	Credit Control, Sales
Reconciliation	Accounting.
Financial statements and trading account of the branch	
Profit and loss statements and monthly closing and cost accounting reports.	
Monitoring and reviewing accounting and related system reports for Ledger scrutiny	
Maintain healthy relation with banks for day to day banking transactions	
Other periodical activities Online fund transfer to branches/third party.	
Responsible for bank reconciliations for various bank accounts	
TA/DA and others Reimbursement expenses bills process and Accounting	
Preparation monthly GST,TDS, WCT, VAT & Service tax Reports.	
Liaise with outside agencies as required	
Resolve Auditor queries related to Book Keeping& Subsidiary Reporting system	
Reconciliation of Vendor & Customer's accounts solving their queries	

AUGUST 2005-SEPTEMBER 2006 *Executive | Pearls Infrastructure Projects Limited | New Delhi, DL*

Routine financial management work.	Bank and petty cash handling
Bank and accounts reconciliation	Bookkeeping in Tally software
Day-to-day accounts work	Reconciliation of customer's accounts&solving their queries
Sales accounting and credit control	Recovery and follow up the payment

MAY 2001-AUGUST 2005 *Junior Accountant | Delhi Press | New Delhi, DL*

Reconciled month end totals to ensure timely and accurate reporting of financial information Checked employee expense reports and submitted them for signatures.
 Managed supplier accounts and built lasting relationships with suppliers.
 Assisted with the preparation of monthly financial statements.
 Generated and submitted invoices based upon financial schedule.
 Submitted a weekly cash flow report that showed inflows, outflows and projections to the controller Interacted with all necessary partners including vendors, upper management and peers.
 Reviewed financial documents to verify accounting data and mathematical accuracy.
 Collected and reported monthly expense variances and explanations.
 Visited premises of customers to collect payments directly.
 Reviewed collection reports to determine the status of collections and the amounts of O/S balances.
 Generated and mailed updated statements.

EDUCATION

2012 MBA: Financial Management Annamalai University Tamil Nadu.

2007 Post Graduate Diploma: *Financial Management* Annamalai University Tamil Nadu.

2004 M.Com: Annamalai University Tamil Nadu.

1999 B.Com (P): Swami Shardhanand College Delhi University

LANGUAGES

English, Hindi

SKILLS

Vendor & Customer Accounts Reconciliation.

Sales Accounting Credit Control Collection.

Auditing.

Bank Reconciliation.

Cash Flow

Statement.

Facility Management.

SAP FICO & ERP TALLY.

GST & TDS.

ADDITIONAL INFORMATION

Date of Birth: 18th April 1978

Marital Status: Married

Date

Place

Signature