

NRIPENDRA KUMAR SINGH
Plot No.46, Jagdamba Colony
Vaishali Nagar, Jaipur-302021
Mobile: 09799495517

E-mail: nrupendra.k.83@gmail.com

Career Objectives:

- ✘ Working with **QUESS Corporation Ltd** Deputed at **Indus Towers Limited**, Jaipur in Finance and responsible of Revenue Assurance, Accounts receivable and Account Payable.
- ✘ Learned to value commitment and goal setting, time bound & result oriented mission & initiatives. Dedicated, self-driven focused and result oriented; always one step ahead of challenge.
- ✘ Expertise in analysing data, evaluating results, writing reports and making recommendations based on the information gathered.

Since Jul-20 till date Presents in Indus Towers Ltd. As an Executive Finance – AR/RA

- Driving Revenue Enhancement programme in coordination with different stakeholder at circle level.
- Resolution of billing related Queries of Customer based on MSA Clause.
- Monthly Rental Billing walk with Operator's to resolve their query to avoid future disputes
- Identification of revenue leakage and close gap.
- Dispute management and control measures with all stake holders i.e., SMC/Energy/Customer
- Monthly/Qtrly Revert to Audit team on their observation
- Preparation on Different Corp/Circle review deck
- Preparation of monthly Energy Reconciliation (Electricity & Diesel) validation.
- Taking Input from different function/Sources to considered in manual billing to increase revenue.

May-13–Jun-20 - Indus Towers Ltd. As an Executive Finance – Account Payable

- Processing monthly rental payout of Indus to landlords within due date of 8500 towers.
- Banking Document updation in ERP as well as Vendor Code creation with all relevant Supportings.
- Rent provisioning, rent cost schedule, rent variance, prepaid schedule, Rent MIS, GL entries and actualization rent on monthly basis for payment budget assessment.
- Instrumental in implementing Property Manager Portal for Rent automation.
- Variance Analysis and identifying major outliers.
- Assist in Internal Audit.
- Validation of Property Mmanager leases created from respective stack holder i.e. new Built, Sharing, Renewal, Full & Final settlement, onetime payment etc.
- Timely co-ordination with internal stakeholders and vendors for SOA.
- To coordinate with estate team and resolve landlord queries related to payment in timely manner to reduce the escalations.
- Analysis and Reports related to Vendor status, Rental Payments, EB Payments etc as per circle and corporate requirement to establish hygiene in the system.

Jul-10 – Apr-13 - TATA Teleservices Limited as an IP Billing & MIS Coordinator

- Responsible for Monthly verification of received Invoices.
- Monthly verification of all IP fee & Power & Fuel Invoices.

- Variance calculation on the EB & diesel consumption.
- Validation of Commissioned Sites & checking of rental loading parameter with Physical verification.
- Calculation of outage penalty as per Master Contract.
- Deduction as per MSA, Monthly signoff of all IP, Outage penalties Per MSA.

May-09 – Jun-10 - M/S Shahnaj Hussain Group of Company as an Assistant Accountant

- Day to day routine work, like preparing of purchase Sales, Bank, Cash book and Approval of all vouchers
- Monitor for timely booking & checking of vendors bill & preparation of salary, vendor, service agency Cheque.
- Maintaining journal accounting & Prepare P&L Account & BS for internal Audit Purpose
- Checking of Bill of Vendors and Preparation of Salary, Vendor, Service Agency cheque issue.
- Assist in Internal Audit
- Branches and Debtor Reconciliation and issue Credit Note settled all pending Dues
- Preparation of Bank & Party Accounts reconciliation.
- Maintaining TDS applicable on contractor, professional, services, Commission & brokerage, Interest, and rent etc.
- Preparation of Sale Tax (Vat) and Service Tax.
- Acquainted in Excise duty work and CENVAT credit.

- **Academic Qualification** : MBA- Finance from Punjab Technical University in 2014
- : B. Com from Magadh University Bodh Gaya in 2005.

Computer Literacy:

Operating System : Dos, Windows 95/98/XP, SAP
 Office Automation : MS-Office, (Word, Excel,)
 Accounting Software : Tally ERP 9.0, SAP (MUS) & Oracle.

Personal Information: -

Father's Name : Lt. Shri Uday Prasad Singh
 Date of Birth : 07th May 1983
 Marital Status : Married
 Nationality : Indian
 Language Known : Hindi & English

Date:

Place: Jaipur

Yours sincerely,

(Nripendra Kumar Singh)