**CURRICULAM VITAE**

Rajesh Pandey

Purusandha, Rench,

Nimapara, Puri, Orissa.

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***OBJECTIVE:***

To work for an organization where I could serve with the best of my skills and abilities, and contribute towards its growth while constantly upgrading my existing skills and acquiring new ones.

***PROFILE:***

Experience in the field of Accounting Presently working in OCL India Ltd. (A Dalmia Bharat Group Of Company) as Deputy Account officer, posted at Rajgangpur, Odisha.

***CORE COMPETENCIES:***

* All Scheme
* Sales And Dispatch
* Banking Performance
* Logistics Billing
* Preparing the MIS.

***CAREER HISTORY:***

***Asst Account Officer, OCL India LTD, 01.04.2013***

* Worked as A Deputy account Officer of Rajgangpur Cement Works & leading a team of one assistant. Responsible for all Scheme activity of Cement works I.E. Cash Discount Scheme, Price Equalization Discount ,Quantity Discount Scheme, Freight Discount Scheme, Promotional Incentive Discount Scheme ,RTGS/NEFT Commission Discount Scheme ,Tour Scheme ,Sub dealers Scheme ,Gold & Silver Scheme ,Loyalty Discount,TBIS Discount, Sales Promotion Scheme Of All State ( Odsha,Bihar,Jharkhand.ChhatishGard,Utter Pradesh & West Bengal ).
* Inventory Reconciliation, Stock Write Off, Stock Transfer to Storage Location as Per Approval, Cancel of Excise & Depot Invoice.

***Asst Commercial officer, UltraTech Cement Limited, 23.05.2009 to 31.03.2013.***

Worked as a Commercial officer of Angul C/P (Consisting of three Dist. - Dhenkanal, Jajpur & Angul) of Southern Odisha including one Rail & two Road depots & leading a team of two assistants.

Responsible for all accounts activities of Depot & C&F related issues i.e. C&F claims & payment, C&F operation.

* Creation of customer orders in SAP system as per requirement of Sales Dept. & abiding by the credit policy of company
* Ensuring timely dispatch of material as per Sales Tax rules & guidelines of management.
* Monitoring the O/s & payment follow-up on daily basis
* Daily invoicing & distribution of debit & credit Notes to the customers
* Depot & Office administration
* Market Visit & Reporting Price position of our & competitors on weekly basis to the management
* Stock Management & control on damages & shortages
* Ensuring timely credit of discounts to customers
* Preparation of MIS & Exception reports
* Reconciliation of Customers & Bank accounts
* Handling sale and Distribution Activities such as order booking and ensuring timely dispatch by regular feedback with marketing persons.
* Secondary freight survey and ensure proper freight maintenance.
* Rake Handling Co-Ordination with C&F Agent for maximization of dispatch from Rake point in time.
* Co-ordination with Logistics department for procuring material and warehouse for clearance of material.
* Planning for orders execution.
* Ensuring proper maintenance of inventory records at branch office level.
* Obtaining balance and Quantity Confirmations from debtors on monthly basis.
* Regular follow up with marketing for timely recovery of debts.
* Handling Collection transactions with cash management cell.
* Periodical physical reconciliation.
* Handling petty cash expenses at branch office level.
* Submitting following reports to management - Debtors outstanding statement, collection statements, sales statements, inventory reports and godown utilization reports.
* Handling the administration activities in the office.
* Submitting different type of M.I.S. reports.
* Handling billing and bill clearance of transporting, C&F and other bills.

***Transport Manager in Delhi Public School, Kalinga – Cuttack, Odisha (Thru Grand Tours & Travels - A subsidiary of Orissa Stevedores Group of Companies)-  01.01.2008 to 15.04.2009***

 Worked as a Transport Manager for Delhi Public School, Cuttack, Odisha& looking after the planning & execution of travel plan of school children & reporting to General Manager – Operation. Handling a fleet of 30 buses with a team of a Transport officer & Maintenance Supervisor along with 33 nos. of Drivers & 33 nos. assistants.

* This job involved handling of transportation of students,  Bus route management, Preparation of Cost effective route charts & implementation, delegating daily assignment to the transport staff, Handling bus route queries of parents & crisis management and instant decision making.
* Supervision of Fleet maintenance in co-ordination with Garage for proper upkeep & ensure no deficit of fleet & Liaisoning with RTO dept to update the necessary documents of vehicles.
* Playing a vital role in selection of driver staff & fixation of salary & looking after other statutory dues staff & vendor payments.
* Preparation of daily & monthly reports for management

***PAST REPORTING:***

* Reporting to Mr. Sanajeev Agarwal ( AED-Sales Account )

***EDUCATION:***

* B. Com from Utkal University.
* Bachelor In Computer Application (BCA) from Aptech .
* SAP from Aptech, BBSR.

***ADDITIONAL INFORMATION:***

* Communication and presentation skills in English, Hindi & Oriya.
* Adequate knowledge of computer operations including working knowledge of SAP.

PERSONAL DETAILS:

Permanent Address    :    At- Purusandha, P.O. - Rench,

        Via – Rench, P.S. - Nimapara

        Dist. – Puri, Orissa - 752114

        Mobile: 09438365411

                                          Odisha

Date of Birth        :    12.02.1979

Languages Known    :    English, Hindi & Oriya

Marital Status        :    married

Nationality         :    Indian