

**ABDUL RAZZAK MONDAL**

C/O – AlamMondal

Vill- Jhitkipota, Post- Dolimoula

Dist- Nadia, State- West Bengal

Pin- 741140, **India**

**Mobile – 09832133775,**

**Email: - razzak181@gmail.com**

**Career Objective:**

To obtain outstanding achievements and goal respect to the assigned work, with a sincere thought and sense of discipline creating a healthy and friendly work environment with the colleagues and the people I am working with. Seeking to work in a challenging environment and grow with the company to achieve its goal and get additional knowledge.

Summary of Skills:

* Astute and result oriented professional with experience of **10 Years 2 Month** across all Commercial work in Electrical Project, Project Management and Team Management, having sound knowledge in Accounts & Finance, Auditing and Taxation**. Currently spearheading as “Commercial In-charge” of 5 numbers projects executing** by our Company Vijai Electricals Limited andimplemented by Power Grid Corporation of India Limited.
* A detail oriented professional with excellent knowledge of accounts, financial planning, analysis and accounting principles National & International.
* Admirable capacity to improve and maximize overall business and finance function integration through effective communication processes**.**
* Well versed in project planning exceptional strengths in striking perfect coordination with all stakeholders – company, team and client to catalyze work performance and ensure project billing& collection within defined time parameters with key focus on bottom line profitability.
* Coordinate the preparation of Financial Statements, Financial Reports for internal usage**.**
* Focused and hardworking professional equipped with thorough knowledge and technical understanding coupled with an analytic bent of mind and confident to take challenging assignment.
* **Key Skills of me are** management skills, analysis Skills, budgeting skills, commercial awareness, ability to motivate people, problem solving and negotiation skills, effective cash flow management, Cost Controlling.

**PROFESSIONAL EXPERIENCE:-**

1.**Vijai Electricals Ltd, Hyderabad since March 2011**

***Senior Officer (M &S), in Commercial/Business Development Department***

**Running Project Name**: Supply, Erection, Testing, and Electrification of Villages under **RGGVY/DDUGJY** 12th Plan Scheme at Sundergarh, Kendrapara, Jagatsinghpur, Cuttack and Bhadrak District in Odisha implemented by **Power Grid Corporation of India (PGCIL**)

**Client Name : Power Grid Corporation of India Limited.**

**Project Value : Rs. 680 Crore.(Approx)**

**No of Projects : 5 Nos.**

**Completed Project Name**: Supply, Erection, Testing, Electrification of Villages under **RGGVY**11thScheme at Coochbehar and 24 Parganas (S) District, West Bengal

Client Name : West Bengal State Electricity Distribution Corporation Limited.

Project Value : Rs. 131 Crore.

No of Projects : 3 Nos.

**Present Role &Responsibility:**

* **Responsible for Billing Planning, preparation of Invoices accordingly and meeting the monthly collection target from Client PGCIL, Bhubaneswar, India.**
* **Responsible for all commercial work (including collection of different statutory certificates like VAT, TDS, C-Form, WCT and GST related works) of five numbers projects (valuation Rs. 641 Crs.).**
* Preparing and analyzing accounting records and financial statements reports.
* Ensuring timely and appropriateness of Invoice Preparation.
* Ensuring internal Checking and Submitting invoices to client.
* **Material & Consumption Reconciliation.**
* Co-ordination with various agencies for timely process of Bills (Project Manager/ Client/Consultants/ Accounts).
* Ensuring submission of Invoice with all supporting documents reach to Client for Payment.
* **Bank Guarantee/ Corporate Guarantee etc. (ABG,PBG/CPBG) are submission to Client and follow-up for releasing of BGs after fulfilling of Terms and Conditions .**
* **Follow-up for release of payment**.
* Processing of Deduction Advice (LD, other recovery etc.)
* Closure/Processing of Provisional & Final Time Extension.
* Reconciliation and Client meets to resolve any pending issue.
* Documentation & Record keeping of invoice processed/passed.

**EDUCATIONAL CREDENTIALS**

**Certificate Course from Udemy: The Complete Financial Analyst - Completed on 31st of Mar-2020.**

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| **Qualification** | **Institution** | **Board/ University** | **Academic Year** | **Class/Division** |
| **PGDBM/MBA (Finance)** | **Vishwa Vishwani Institute of System & Management, Hyderabad** | ***Deemed University, AICTE Approved*** | **2011** | **1st** |
| Master in Commerce | University of Calcutta | *University of Calcutta* | 2009 | 2nd |
| **Bachelor of commerce (Hons.)** | **Barrackpore Rastraguru Surendranath College** | ***University of Calcutta*** | **2006** | **1st** |
| 12th | KabiBijoylal H.S. Institute | W.B.C.H.S.E | 2003 | 1st |
| 10th | Dhubulia Deshbandhu High School | W.B.B.S.E | 2001 | 1st |

Summer Training

Company**: Steel Authority of IndiaLimited (SAIL,**Durgapur Steel Plant)

Location: Durgapur (West Bengal).

Project Title: Inventory Management.

Duration: 2 months (June – July, 2010)

Achievements:

* Got **Best Summer Training Project award** from our PGDM College and get a chance to display the same at the seminar held at **IIM-Kolkata Seminar on International marketing in year 2010.**
* Successfully achieved all my monthly target and completed financial closure of three projects cost of Rs.131 Cr. under RGGVY 11th plan in West Bengal.

Areas of interest:

* Finance & Accounting
* Marketing &Marketing research
* Auditing, Financial Analysis

Computer skill:

* Ms- office(Word, Excel , Power Point,)
* **Tally, SAP**

Language known:

* Bengali - Read, Write and Speak.
* English - Read, Write and Speak.
* Hindi - Speak and Read.

Personal profile:

Name : Abdul Razzak Mondal

Father’s Name : Alam Mondal

Date of Birth : 01/05/1985

Sex : Male

Marital Status : Married

Nationality : Indian

Passport No : M3507631

E-mail : [razzak181@gmail.com](mailto:razzak181@gmail.com)

Declaration:

I hereby declare that the above particular mentioned are true to the best of my knowledge and belief.

Date: 17/05/2021 **Abdul RazzakMondal**

Place: Bhubaneswar. **Sr. Officer (M&S)**