



RAJIV MALHOTRA

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I worked in the areas of **Accounting, Commercial, and Project Accounting. Liaison with the government department for statutory approvals & NOC for projects.** Finalization and Audit of Accounts, Internal audit for sites and business centre, Profitability Statements for Projects, Income Tax/VAT-WCT Assessments, Sales Accounting, Raising demand notes as per payment plan, Effective MIS for presentation, Presentation with the Income Tax Department during Search and Seizure Operation's proceedings. Deal with customers regarding the transfer, execution of documentation etc. Debtors/Creditors Controlling, Core team member of material procurement committee. I have the additional responsibility of HR/Administration at the site.

PROFESSIONAL EXPERIENCE

Since 16th July 2018 working with USA-based precast company “Katterra India Pvt Ltd” a renowned name in precast as a Manager - Finance & Accounts in Mumbai. Looking Factory as well as Project Site

- Responsible for the monthly/quarterly/half/yearly closing of accounts.
- Verify & approve vendors’/contractors’ bills for payment.
- Responsible for monthly cashflow and other MIS reports as required by management
- Prepare monthly, quarterly, Half yearly and annual budgets for the factory
- Prepare variances statement of (expenses/cost) actual Vs budgets for management.
- Coordinate with the other departments for day-to-day activities
- Factory & Site day-to-day cash requirement for factory expenditure
- TDS & GST returns
- Knowledge of Microsoft ERP, Tally & currently working on SAP.

Directly reporting to the director of finance Mr Srikant Sunder

KVD Developers Pvt Ltd

From Sept. 2017 to July 2018 worked as Sr. Manager of Accounts & Taxation

- Finalisation of books
- MIS Reports
- Responsible for the timely deposit of the TDS & GST
- Liaison with the Income Tax department for Income tax assessment, Govt. Approvals & NOC regarding residential project
- Interact with statutory Auditors to resolve their queries
- Debtors & Creditors control
- Approved the contractor’s/vendors’ bills for payment

I was reported to Mr Aman Aggrawal (MD)

M/s. Mahindra Lifespace Developers Ltd (Mahindra & Mahindra Group of Company)

(Executive Grade VI - Accounts & Finance October 2004-Till 6th August 2014 Location: NCR

Mahindra Lifespace Developers Limited is a Leading Real Estate promoter company with renowned brand equity.

The Company is engaged in the business of Real Estate Promotion e.g., construction of Residential projects and Business Centre.

Key Responsibilities:

- Responsible for MIS, Internal and Statutory Audit, Income Tax and TDS/WCT returns, Payment Control & Debtor Control,
- Representation for Assessment with the Taxation Department Haryana and other accounts related Jobs
- Liaison with the Forest department, Environment department, Pollution Department, and Airport Authority for NOC for the projects.
- Deal with HUDA Chandigarh, Faridabad & Gurgaon for necessary approvals and returns of the projects
- Deal with contractors, vendors and brokers regarding their issues and reconcile their accounts.
- Reconciliations of bank & customers.
- I have the additional responsibility of site HR/Administration al given by the company. Prepared master roll for labours, recruitment of site engineers, attendance of site office, leave record etc.
- Responsible for Debtors Controlling and interacting with clients and execution of sale deeds at the time of possession.
- Coordinate with the other departments for monthly, quarterly and Yearly MIS & Closing

Significant Achievements

- In 2005-2006 & 2006-2007 I got the highest Performance in Delhi Branch.
- I have been praised by my seniors for my sincerity and devotion to my work.
- Training in Accounting Software – SAP
- Attend training organised by CII on Construction Industries – Twice
- Nominated by the company for attending various training/workshops programme on Real Estate

Software Knowledge

Was worked on SAP

Accounting software – Tally

MS Word, Excel & PowerPoint

I reported to Mr Deepak Nayyar GM – Finance & Accounts

M/s Ansal Buildwell Limited

(Account Officer)

May 1992 – October 2004

Ansal is a leading player engaged in the business of real estate developers and colonizer

Key Responsibilities:

- MIS, Internal Statutory Audit, Maintaining books of accounts, Finalization of Accounts, Income Tax & Sales Tax return and deposit of taxes.
- Handle six group housing projects of the company in reference of the finalisation of accounts, profitability statements etc.
- Filing of Returns and annual assessments including representation of Assessment proceedings
- Review & Analysis of Financial / Accounting information with the coordination of various departments

- Preparing profitability statements for various contracts and projects
- Interacted with Auditors for Compliance

Significant Achievements

- Representation with Income Tax Department during Search and Seizure Operation's proceedings.
- Core team member of implemented new accounting oracle-based software system.
- Represent the Company's Cricket team in various Cricket Tournaments

General Sales Limited

A DCM Group of companies. Worked as Accounts Executive from Feb 1987 to April 1992

- Was responsible for a daily complete accounting of 12 investment companies up to the finalisation of books
- Deal with share brokers/Real Estate companies for the investment
- Integrating and coordinating with the management

Directly reporting to AGM – Finance & Accounts Mr Satish Chandra

Educational Qualification

Examination	Board/University	Division/Grade	Year
Graduation	Meerut University Meerut	2nd	1984
12th	U P Board Allahabad	2nd	1982
10th	U P Board Allahabad	3rd	1980
Computer Diploma	Indira Priyadarshini Institute Delhi	2grade	1988

