

# NEERAJ KHAITAN

AA/20, Deshbandhu Nagar, Kolkata 700 059

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## ACCOUNTS PROFESSIONAL

- Seasoned professional offering comprehensive experience in the field of Healthcare & Hospitality, Education & Academics, Real Estate and Financial Services Sector
- Currently working as a Senior Manager – Accounts & Finance with Rajat Group
- Experienced in Corporate Accounts- Finalization of Accounts, Borrowings-Treasury Accounting, Finance Costs, Accounts Payable, Employee Benefits.
- Statutory Compliances including TDS, TCS, Income Tax, GST, ROC Compliance, and labour laws viz. PF, ESI and P.Tax
- Worked with IGAAP & INDAS Accounting Standards.
- Worked in various ERP Systems viz. Oracle ERP, Kastle ERP, Oracle HRMS, Farvision ERP, Tally ERP and MS Office

### Core Competencies

Borrowings ~ Accounts Payables ~ Balance Sheet Finalization ~ Audit Facilitation ~ ROC & other Statutory Compliances a Taxation a Vendor Management

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## WORKING EXPERIENCE

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RAJAT GROUP (May 2023 - Till Date)

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*A 20 year old Real Estate Group engaged into Development of Residential Units and Apartments.*

### *Senior Manager – Accounts & Finance*

- Heading Accounts & Finance of entire group looking after Finalisation of accounts, Direct and Indirect.

#### Finalisation of Accounts

- Engage in the finalization of Books of Accounts for 80 group entities
- Preparing Balance Sheet, Profit and Loss, Deferred Tax and Income Tax Computation as per IGAAP
- Preparing monthly MIS, Profit and Loss Variance and presenting Budget vs Actuals
- Statutory Audit facilitation and Co-ordination
- Facilitating ROC compliance

#### Direct & Indirect Taxation

- Monitoring TDS and Income Tax compliances for all group entities
- Monitoring GST compliances as applicable for real estate industry

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SREI EQUIPMENT FINANCE LIMITED (Apr 2013 – Apr 2023 : 10 years)

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*A 30 year old Asset Finance Company engaged into Financing of various Infrastructure Equipments having Asset Under Management of around 45000 Cr*

### *Senior Manager – Accounts & Finance*

- Lead a team of with sub-ordinates looking after Treasury Accounting and Corporate Accounts, Employee Benefit expenses and Accounts Payables

#### Treasury Accounting and Finance Cost

- Monitoring the accounting of Loan book and Finance Cost of the company amounting to Rs. 35000 Crs. and 3000 Cr. respectively.
- Looking after the accounting of Borrowing Products viz. Commercial Papers, Working Capital facilities, Term Loan from Domestic as well as Foreign Banks, Buyer's Credit, Securitization, FDRs

- Accounting of Gain/Loss in Foreign currency Exchange, Derivatives, Prepaid Expenses, Expenditure in Foreign Currency, Short Term / Long Term Loans, Securitized Loans.
- Bank Signatory for all payments upto Rs. 10 Lacs
- Closure of monthly/periodic accounts, Variance Analysis on Monthly, Quarterly and Annual basis
- Balance Sheet disclosures and notes to accounts pertaining to Borrowings and finance costs.
- Preparation of DRHP/RHP data for Public issue of Debt.
- Preparation and monitoring the Cost of Funds of the company.
- INDAS: Complete INDAS accounting & compliance wrt EIR and Fairvalue of Borrowings & Derivatives.
- Fully adapted with ORACLE ERP (AP / GL / HRMS Module) & Treasury ERP – Kastle ERP

#### Corporate Accounts

- Engage in the finalization of Books of Accounts quarterly, half yearly and Annually
- Preparing Balance Sheet, Profit and Loss, Cash Flow Statement, Deferred Tax and vetting Income Tax Computation as per IGAAP and INDAS
- Preparing Notes to Accounts and Disclosures wrt Financial Statements as per IGAAP and INDAS
- Preparing LODR Results wrt Regulation 33 and Regulation 52
- Preparing Balance Sheet, Profit and Loss, Cash Flow Statement, Deferred Tax and vetting Income Tax Computation
- Preparing Quarterly MIS, Financial Key Ratios, Profit and Loss Variance
- Statutory Audit facilitation and Co-ordination

#### Employee Benefit

- Monitoring Payroll of more than 2000 Employees
- Looking after the annual outflow of Company's Expenses of around 200 Crores
- Fully adapted with ORACLE ERP (AP / GL / HRMS Module)
- Periodic MIS on a monthly, Quarterly and Annual Basis along with Variances.
- Variance Analysis along with reasons on Monthly, Quarterly and Annual basis for Employee Benefit Expenses of the Company.
- Implemented project complete employee benefit from oracle ERP to employwise ERP

#### Accounts Payable Expenses

- Looking after the annual outflow of Company's Expenses of around 210 Crores
- Bank Signatory for all payments upto Rs. 10 Lacs
- Checking of relevant GST, TDS,.
- Annual Budgeting and Variance of all periodic expenditure of Company.
- Co-ordination with all PAN India Regions and Branches regarding Book closure
- Monitoring Capitalization of Tangible and Intangible Own Used Assets
- Variance Analysis along with reasons on Monthly, Quarterly and Annual basis for All Expenses of the Company.

#### NBFC Compliance

- Filing of monthly CTR Return (Cash Transaction Reporting) with Reserve Bank of India applicable for all Cash Transactions over Rs. 10 Lacs
- Facilitating Annual RBI Inspection with complete data and compliance thereof

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PRASAD GROUP (Sep 2006 to Apr 2013 : 7 years)

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*An organization engaged into Real Estate sector and engaged in developing & promoting Residential / Commercial Complexes.*

Assistant Manager- Accounts

- Preparation & Finalization of Accounts for 12 group companies
  - Closing of Books of Accounts – Quarterly and Annually
  - Drafting Balance Sheet as per Revised Schedule VI
- Liaison with Statutory Auditors for finalization of accounts.
- Liaison with Bank for sanction of Loan
  - To communicate with the bankers in order to avail Project Loan (Term Loan).
  - To prepare projected profitability statement.
- Statutory Compliance:
  - Income Tax
  - TDS (Income Tax Deducted at Source)
  - Service Tax
  - ROC Compliance (Companies Act)
- Generate MIS reports periodically for managements review on various financial parameters to gauge the functioning of the organization including Accounts Receivables and Payables

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Other Working Experiences

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RICE GROUP

*From 2004 to 2006 - Worked as Assistant Manager – Accounts in RICE Group, an organization engaged into Education and Academic sector.*

Rameswara Nursing Home Pvt Ltd

BMRI – Bangur Nursing Home Pvt Ltd

*From 2002 to 2004 - Worked as an Accountant, organizations engaged into Healthcare and Hospitality sector.*

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EDUCATIONAL CREDENTIALS

B.Com a Year 2002, Shaheed Bhagat Singh College, Delhi University.

Computers a Year 2001, Diploma in computer application from MCC Softwares, New Delhi.

Technical Skills a Oracle ERP, Kastle ERP, Oracle HRMS, Farvision ERP, MS Office, Internet Applications, and Tally ERP

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OTHER INFORMATIONS

Marital Status a Married

Languages Known a English, Hindi, Bengali

Hobbies a Keeping myself updated with latest economic and statutory updates.