KALEENDRA KUMAR YADAV

H.No. – 4/14, Saket Block, Street No -06

Mandawali, New Delhi- 110092

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M: 9958159887

DOB: 17thApril 1991

**CAREER OBJECTIVE**

To become a part of progressive, growth-oriented organization where my abilities and knowledge will be optimally utilized. I am looking for a challenging environment that encourages continuous learning, provides exposure to new ideas, and stimulates personal and professional growth. To Work in a dynamic environment that provides me a wide spectrum of experience and exposure and to serve the organization with positive attitude and efficiency.

**skill sets**

⮊    An effective team player with good execution skills with a systematic approach and quick adaptability.

⮊    Self-motivated, hardworking and goal oriented professional, with a high degree of flexibility, creativity, commitment and optimism for the mission and objectives of the organization working with.

**WORK EXPERIENCE**

* **Organization with :- South Bihar Power Distribution Company Limited.**

**Project :- DDUGJY**

**Employer :- Rodic Consultants Pvt. Ltd.**

**22nd October 2018 to 1st April 2022**

**Designation:- Assistant Finance Manager**

**Role and Responsibilities:**

* Checking and verification of bills for payment as per the terms stipulated in Letter of Award.
* Calculating net payable amount from the contractor’s Invoice.
* Calculation of TDS, GST TDS, Labour Cess and other component of bills and timely compliance of the same.
* Calculation of Stage Penalty with respect to the milestone and review the same.
* Calculation of interest amount on payment made as Mobilization Advance.
* Preparation of an MIS (Daily, Weekly, Monthly, Quarterly and yearly) indicating the results of reports.
* Preparation of Reports required for review meeting.
* To receive and deal with financial queries and enquiries from departments or offices
* **Sah & Co. – New Delhi**

**1st September 2015 to 15th October 2018**

Sah & Company is a firm of Cost Accountants in Practice with a strong presence in Installation of costing systems, Compilation of cost records and cost audit, Inventory Valuation,GST Audit etc.

**Designation:- Costing Executive**

* Prepared Cost Records, Product Cost Sheets, Para's to Cost Audit Report of the various companies engaged in diversified industries.
* Conducted the Cost Audit of Companies as required u/s 148 of the Companies Act 2013.
* Conducted Physical Verification of Inventory.
* Conducted Physical Verification of Fixed Assets.
* Preparation of report of physical verification of Inventory.
* Preparation of report of physical verification of Fixed Assets.
* Preparation of Cost Records for CAS-4 certification under rule 8 of Excise Valuation.
* Reconcilation of Costing Profit with Financial Profit.
* Handle the team for Stock Audit of ITC Limited Haridwar Plant (PCPB Division)
* Handling Petty Cash expenses.
* Plan, assign and review staff work
* Prepare Cheque, RTGS, NEFT for payment of employees, Trainees and Service Providers.

**Industries of which Cost Audit Handled**:

* FMCG – Mahaan Milk Foods Limited
* Telecommunication – Den Networks Limited
* Service – 1. Jaipur Mahua Tollway Private Limited

2. Western UP Tollway Limited

3. FIITJEE Limited.

**Companies of which Inventory Audit Handled:**

* ITC Limited
* Kellogg India Private Limited
* Handling Fixed Assets Verification and GST Audit of ITC Limited
* Preparation of Report of Fixed Asset Verification.
* Handling Annual VAT Audit of ITC Limited.

**PROFESSIONAL QUALIFICATION**

* CMA (Final) : 3rd group, June 2014 - 52.75%.

: 4th group, June 2015- 53.25%

* CMA (Intermediate) : 1st group, Dec 2010 -50.00%

: 2nd group, June 2012- 54.00%

* CMA (Foundation) : Dec 2009 – 58.25 %

**ACADEMIC QUALIFICATION**

* B. Com from L.N.M University Darbhanga (Bihar) in the year 2012.
* Completed 10+2 from BSEB in the year 2008.
* Completed 10th from BSEB in the year 2006.

**COMPUTER PROFICIENCY**

⮊ Computer course “Information Systems for Auditing & Cost Management” from ICAI.

* Participated in 7 Days “Industry Oriented Training Programme” conducted by ICAI.
* Participated in Seminar on planning and implementation of GST Conducted by Global CMA.

⮊ Well versed with MS - Word, Excel, Tally and Internet.

**PERSONAL DETAILS**

**Father’s Name :** Mr. Krishandev Yadav

**Mother’s Name :** Smt. Saraswati Devi

**Date of Birth :** 17th April 1991

**Permanent Address :** Vill - Bhutha Bazar, Post- Bhatsimar,

P/S.-Rajnagar, Dist.-Madhubani

Bihar - 847235

**Gender :**  Male

**Marital Status :** Single

**Languages Known :** English & Hindi

**Nationality :** Indian

**Holding :**  Passport No. - Z5046224 (Expiry Date: - 19.08.2028)

**Skype ID :**  Kaleendra1991

**Hobbies :** Playing Cricket & Listening to music.

**Date :**

**Place : Kaleendra Kumar Yadav**