

NEERAJ KHAITAN

AA/20, Deshbandhu Nagar, Kolkata 700 059

Contact: +91 9051166637; **Email:** neerajkhaitan@yahoo.com; **Date of Birth:** 24th July 1980

ACCOUNTS PROFESSIONAL

- Seasoned professional offering **19 years** of comprehensive experience, currently working as Manager – Accounts & Finance with **SREI** for the last 8 years
- Experienced in Borrowings, Finance Costs, Accounts Payable, Employee Benefits, Finalization of Accounts, Statutory Compliances including Income Tax, GST, Service Tax, ROC Compliance, and labour laws
- Proficient with IGAAP & INDAS Application.
- Proficient with Oracle ERP, Kastle ERP, HRMS, MS Office and Tally ERP

Core Competencies

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

WORKING EXPERIENCE

SREI EQUIPMENT FINANCE LIMITED (Apr 2013 - Till Date)

A 25 year old Asset Finance Company engaged into Financing of various Infrastructure Equipments having Asset Under Management of around 30000 Cr

Manager – Accounts & Finance

- Leading a team of with sub-ordinates looking after Treasury Accounting and Corporate Accounts, Employee Benefit expenses and all other Payables viz. Admin, Legal, Repo, Rent & Other Expense accounting on a day to day basis.

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, Securitisation
- 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 1400 Employees
- Looking after the annual outflow of Company's Expenses of around 160 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, Service Tax, Vat Compliances.
- 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

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

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

Assistant Manager- Accounts

- Preparation & Finalization of Accounts.
 - 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

EDUCATIONAL CREDENTIALS

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

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

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

OTHER INFORMATION

Marital Status 🏆 Married

Languages Known 🏆 English, Hindi, Bengali

Hobbies 🏆 Keeping myself updated with latest updates and watching Cricket.