

## ESHITA DAN

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HR Admin Accounts & Finance

Location Preferences: Delhi NCR

### PROFILE SNAPSHOT

**MBA (Finance) with 16 years of experience in Accounts and 5 years in HR & Administration :**

~ Finance & Accounts

~ Accounts Payable

~ Project Finance

**payroll process ,Attendance**

~ Auditing

~ MIS Reporting

~ Reconciliation

**PF ESI FORM 12 And Form 14**

~ Budgeting

~ Fund Management

~ Coordination

**Performance Appraisal**

**JAN 2023 TO TILL DATE**

**JYOTI ENTERPRISES (ACCOUNTS & HR MANAGER)**

Jyoti Enterprises is one of the leading business in the Fire Fighting and Maintenance work of Government Projects In this company my profile is All payment in this company and banking work BG ,FDR ,BRS , Books Audit ,Branches Reconciliation etc and Calculation Bank Interest sheet against Our OD Account.

MY Hr roll is Prepare Salary Sheet as per PF & ESI And Make Data for Reimbursement & Salary slip ,Appointment letter ,Issue to LOI .

Payroll & Statutory Compliances as per our labour minimum wages ,Salary Processing and Attendance & Leave Management from Bio metric system.

**February 2021 – DEC 2022**

**Goldwyn Ltd ( HR And Administration Manager & Sr. Accounts Officer )**

Goldwyn Limited is an ISO 9001: 2008 quality certified company engaged in the design and manufacturing of LED lights.

- **1.Monitoring & recording Staff's database and payroll process (through HRIS software) Appointment Letters, employment specifications processing employee PF & ESI, other Employment Registration forms, Relieving forms, other remittances and filings as per the Company Law.**
- **2.Maintain employee records their personal files . Completion of Muster roll(form-16) and Leaves, register(form- 14)**
- **3. Conducted new employee information and benefit orientations & Terminated employees, Payroll Management & Compensation. Performance Appraisal etc. Plan Administrator for all benefits and workman's comp needs**

**Develops and implements policies and procedures to improve operations and function of the department . Ensures a safe, secure, and well-maintained facility that meets environmental, health, and security standards**

**In the company our accounts roll is Prepare DPR coordination with sales team, Gstr 1, 2A & 3B Reconciliation, repair TDS monthly detail, Bank Reconciliation Etc .**

**DEC- 2019 - December 2020**

**NITYA ELECTROCONTROL PVT. LTD. NOIDA ( Sr. Accounts Officer )**

**NEC is an Electronic Panel Manufacturing Company, In the company I Maintain receivable accounts like sales invoice entry , prepare debtors recovery MIS report , prepare commercial chart, tracking sheet for after dispatching , prepare purchase order**

details for before dispatching data, prepare all type of B.G Details like expired BG details and all responsibility for BG return from client , prepare PI , Daily maintain debtors recover sheet for marketing person , maintain record after dispatch invoice record related all document , prepare daily collection report etc.

In a company my HR Role **manage payroll processing**, Evolve workplace incentives and manage current processes, Developing and implementing the performance appraisal system for the company and coordinating it with other line managers .

**Nov 2018- Aug, 2019**

**SPG Infra Projects Pvt. Ltd., Delhi Asst. Manager (Finance & Accounts)**

- Pivotal in managing all activities of finance & accounts like banking activity/reconciliation, Monthly Cash Flow, Fund Disbursement of Sites, H.O. Liability, monthly profitability, fund management & implementation of budget schedules.
- Skilled in maintaining Management Information System (MIS) to generate various reports like overdue receivable & payables and keeping track on ledger & stock
- Proven skills in creating and maintaining positive relations with external vendors by ensuring timely processing of payments
- Resourceful in managing day-to-day banking and accounting functions including manage the funds for sites, etc.
- Proficient in handling accounting operations in compliance to the rules/regulation laid by governing bodies
- Expertise in keeping record/arranging for project financing options like Hire Purchase, LC, Bank Guarantee,
- FDR Reconciliation etc.
- GSTR 1 , GSTR 2 GSTR 3 Reconciliation from sale and purchase register .for return file from tally.
- TDS Monthly detail prepare for TDS payment.
- QIS (Quantitative Impact Study) Information System Report presented to bank.  
**Provide to Bank all document angst Company Credit Limit .**
- Formulating annual budgets and carrying out variance analysis to determine difference between projected & actual results and implementing corrective actions for the same
- Preparing various ledgers and reconciliation statements viz. bank reconciliation, credit reconciliation etc., for analyzing the accuracy of books of accounts.
- Planning & managing activities for ensuring completion of various types of audits within the time and; preparing audit programs, scope for audit and responsible for delegation of work to subordinates
- Handling the day-to-day processing of Accounts Payable (AP) transactions to ensure that organisational finances were maintained in an effective, up-to-date and accurate manner
- Reviewing vendor statements, with attention given to aged invoices and credits available; processing all expense reimbursements with focus on ensuring proper back-up, sign-off, recording, scanning and payment
- Supervising the preparation of MIS reports & analysing the same to provide feedback to the top management on business performance viz. monthly turnover, profitability and stability

## WORK EXPERIENCE

**August ,2014 - Aug, 2018**

**Era Infra Engineering Ltd., Delhi as officer (Finance & Accounts)**

### Role

- Heading a team of 20-25 subordinates at site level reporting on daily functions
- Project Management- Preparation of Project Cost Sheets and their profitability analysis, Invoicing, Reconciliation of Receivables, and Debtors Ageing Analysis for 5 projects.
- Managing the head office books, collecting & consolidating data from different units, finalizing & reconciling accounts & financial statements with HO and preparing & presenting reports to management
- Supervising the daily fund requirement of different sites, liabilities of L/C/New BG, PDC cheques, day to day bank dealing, fund transfer, etc.
- Developing MIS for daily and weekly bank position, bank reconciliation, suppliers payments, PC payments, major party reconciliation, bills discounting and inter division & inter companies reconciliation
- Handling the passing H.O. & Site staff conveyance, TA bills, supplier bills and finalising of various accounts
- Implementation of internal auditor's recommendations and strengthen internal controls
- Achieved cost saving through measures such as Client vs Contactor bill/Material Reconciliation
- Recorded and handled all accounting entries in ERP
- Handled Arbitration and Legal Case.
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Projects:

NTPC NABINAGAR , BRBCL NABINAGAR , BRBNL KUDRA , AUDITORIUM NRDA RAIPURETC.. AS A TEAM LEADER.

REPORTING HEAD:

V.P FINANCE OF ERA INFRA ENGINEERING LTD. & IRP TEAM UNDER NCLT

## PREVIOUS EXPERIENCE

**ERA TECH BUILDER PVT. LTD,DELHI ( 1995 TO 1998)**

**IFEL REALTY PCT. LTD. PUNE (2009 TO 2010) Projects - Goct. Hospital sector 39 Noida , Authority Flats Noida , Girls Hostel Noida**

**ARMTECH INDIA LTD DELHI ( 2010 TO 2014) Projects Railway Shed , Satna , Auditorium Sultanpur Etc**

**ERA INFRA ENGINEERING LTD.DELHI (2014, August TO 2018, August )**

**SPG Infra Projects Pvt. Ltd., Delhi (2018 , NOV TO 2019, August )**

## EDUCATION

2011 - MBA (Finance) from **Institute of Business Management & Engineering, Delhi.**

1993 -B.COM. From **SHRINAGAR UNIVERSITY**

MS Office, MS-Excel, Tally 6.3, SAP/R3 FI Module and ERP

## EXTRACURRICULAR ACTIVITIES

- Obtained N.C.C. "B" & "C" Certificates
- 5 Year Diploma in Indian Classical Music From Prayag Sangeet Samiti
- M.A In Hindi From IGNOU

## PERSONAL DETAILS

**Languages Known : Hindi, English , Bengali**

**Permanent Address : Sector -77 , Noida (U.P).**

**Notice Period**

**Salary**