

# Resume: Rajendra Pradhan

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## Finance & Accounts

## Engineering & Construction

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## Summary

- A Graduate in commerce (with Honours) and Cost Accountant (ICWAI-Inter) by qualification I am having twenty four years of experience in Engineering and Construction Industries.
- Working for organisations of repute I have moved up the hierarchy executing and overseeing projects in various capacities in structural environments adopted by:
  - ☐ ESSAR Projects Ltd
  - ☐ Kvaerner Cementation India Ltd
  - ☐ DODSAL Pvt Ltd
  - ☐ Hindustan Construction Co. Ltd
  - ☐ Larsen & Toubro Ltd
- Working extensively in EPC projects I have gathered vast experience in Finance, Accounts etc. Types of EPC projects I have worked on are:
  - ☐ Highways including Super-Highways
  - ☐ Railways including Metro Rail
  - ☐ LNG Terminals
  - ☐ Power Plants- Nuclear & conventional
  - ☐ Marine
  - ☐ Space Research
  - ☐ Industrial structures
  - ☐ Water pipe lines etc.
- My work experience is not only limited to accounts and finance but extends to commercial, MIS aspects of the projects.
- I deal mostly with computer generated data (ERPs including SAP) for accounts, finance, MIS, Budget functionalities. However these operations during project initiation are manual- hence needs building temporary structures which I enjoy doing.
- I have closely worked with ERP department for defining and validating various processes related to projects.

Please refer to the following pages for details of my work experience

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### Details of my work experience

#### Few projects I have worked for:

- **Industrial Project** -EPC contract for ESSAR Steel and ESSAR Power, Gujarat.
- **Marine Project** -Construction of Jetty and Berth for P&O, Australia in Jawaharlal Nehru Port Trust Nhavi Mumbai.
- **LNG Terminal** - Dhabol Power Project, Maharashtra.
- **Special Project** -Foundation of Satellite launching station and assembling building, Sriharikota, ISRO, Andhra Pradesh.
- **Water Pipe line** -Transmission of clear water for Bangalore city from Kaveri River from a distance of 90KM-Bangalore Water Supply and Sewerage Board.
- **Nuclear Power** -Piping and Equipment in the nuclear house for nuclear power project -Rajasthan Power project, Kota.
- **Highways** - Chennai Bypass , NH-34 in West Bengal , NH-6 in Maharashtra.
- **Railways** - Dedicated Freight Corridor Project , from Dadri ( Delhi ) to JNPT , Mumbai .

#### Organisations worked for:

##### **Larsen & Toubro Ltd. (Sep'2012 to Nov'2022)**

- ☐ **Scope of work:** Accounts Payable, Cost Statement, Collection of revenue from client , realisation of WIP , arrangement of project insurance policies and bank guarantee , obtaining applicable clearance and certificates from the appropriate authorities , imposing checks on releasing payment of default vendor for statutory non-compliance .

- ☐ **Project/s worked for:**

Project of Rs.2000 Crore for construction of 275 KM road for widening of NH-6 in Maharashtra and DFCC Project of Indian Railways in the state of Rajasthan.

##### **Hindustan Construction Co Ltd. (July 2005 to Sep'2012)**

- ☐ **Scope of work:** Accounts Payable, tracking of payment for key materials, TDS , Issue of C Form, WCT, Creditors ageing analysis , preparation for sales tax assessment , funds indent, pay-role of site employees and TDS computation. Inter branch and HO-Branch transactions and reconciliation. Booking of monthly expenditure -sub-contract, vehicle and equipment hire (internal hire, refurbishment charges)

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preliminary cost, material consumption, man power, insurance, design and site overheads, Proper provision for expenses

**□ Project/s worked for:**

- Project of Rs.450Crore for construction of 37 KM road for NHAI in Chennai.
- BOT Project of Rs.3200Crore for widening of 256KM, from two lane to four lane of NH-34.

### **DODSAL Private Limited (Nov'2000 to Jun'2005)**

**□ Scope of work:** Processing of bills, cash & bank, bank reconciliation, fund requirement statement, TDS Sub Contractor and employees, salary A/c, professional tax, PF statement, WCT, MIS.

**□ Project/s worked for:**

- Project of Rs.150crore for clear water transmission line of 90K.M. for Bangalore City.
- Project of Rs.140crore for piping & equipment package of NPCIL at Kota, Rajasthan.

### **Kvaerner Cementation India Limited (Presently ITD Cementation India Ltd.) (Jan'1998 to October 2000)**

**□ Scope of work:** Processing of bills, sales tax and works contract Tax, TDS, PF, Prof. Tax, bank reconciliation, internal hire of plant and equipment, direct material consumption.

**□ Project/s worked for:**

- Project of Rs.100crore for construction of jetty at Jawaharlal Nehru Port Trust (New Mumbai) for P&O, Australia.

### **ESSAR Projects Limited (April 1996 to Dec.1997)**

**□ Scope of work:** Bill Processing, Reconciliation- Inter project & division/ Bank/ AR/ AP, Provisioning

**□ Project/s worked for:**

- Construction and erection of 515MW gas based power plant (Rs.1700crore EPC contract for ESSAR Power Ltd.).
- Down Stream Plant for cutting and finishing of steel coil- (Rs.100crore EPC contract of ESSAR Steel Ltd.).

### **Areas of my work:**

- To manage finance and maintain project accounts and to comply with contractual commercial obligations.

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- Knowledge of applicable accounting standards ,relevant rules in GST ,Input Tax Credit, Income Tax , project insurance policies ,bank guarantee, participate with team in optimum resource planning, ensuring statutory compliance of vendor and imposing check and control on the defaulters before releasing payment and to obtain applicable clearance /certificates related to minor minerals and pollution control board .
- MIS, cost ledger, projected cash flow and realisation plan of WIP, age wise payment plan, fund management with focusing on progress, lining up fund to ensure required resources and manage crisis as well.
- Taking care of commercial, statutory aspects and administration of statutory and internal audit, tax audit and supervision of all statutory payments.
- Monitoring of inventories to minimise block of fund in idle stock and reconciliation of major construction material.
- Ability to understand priorities, consequences and threats and opportunities to a project.
- Enforcing and monitoring of administrative mechanism for smooth functioning, cost control and elimination of misuse and misappropriation.
- Target, activities, time cycle and resource planning, alternatives and understanding the technical difficulties.
- Claim for variation and contractual benefit where ever applicable and obtaining certification of the same from client and to see that benefits if any offered for specific project or policies notified by the govt.
- Cost benefit analysis and adoption of suitable policies for different activities for cost control and enhancement of productivity.
- To identify and evaluate potential area of the project and to participate in decision making with planning and execution team.
- Compliance of terms and condition of the contract with a view to protect contract revenue and to avoid penalty.
- Co-ordination, development and maintain relation with local, govt. authorities and agencies associated with company.
- Compliance of statutory obligation and clearance from concerned authority as per policy, procedure and time line.

## Computer Knowledge

- Ability to understand transaction sequence, for purchase, stores and quantity survey, for material or service cost processed in different modules of SAP / ERP.

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- Posting, display, changes, reverse and reset of document for business transactions related to Vendor, Customer and General ledger in SAP / ERP.
- Cash payment and receipt, bank payments, bank reconciliation, open item clearing.
- Data retrieval , report generation from SAP / ERP.
- MS Word, Excel and exhaustive exposure in developing presentations for senior management and data update in multi facet manner.

### Career History

Organisation	Position	Duration	Area
Larsen & Toubro Ltd.	Manager, Accounts	Sept' 2012 to Nov' 2022	Project Accounts & Admin.
Hindustan Construction Co. Ltd.	Accounts Officer	Jul' 2005 to Sep' 2012	Project Accounts
DODSAL Pvt. Ltd.	Project Accountant	Nov' 2000 to Jun' 2005	Project Accounts
Kvaerner Cementation India Ltd.	Assistant Accounts Officer	Jan' 1998 Oct' 2000	Project Accounts
ESSAR Projects Ltd.	Commercial Trainee	Apr' 1996 Dec' 1997	Project Accounts

### Personal Details

- Date of Birth : 8<sup>th</sup> June 1969
- Marital Status : Married
- Address : Vadodara, Gujarat
- Passport No& Expiry : M3323350, Dt.13.11.2024

Date :

Place:

Rajendra Prasad Pradhan