**R E S U M E**

**Vipin Pareek**

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**Senior Professional**

Acknowledged for strengthening companies to lead in highly competitive situations, targeting assignments in Commercial Operations to secure a position with a well-established organization with a stable environment that will lead to a challenging career opportunities which would help me to utilize my academic background & strong organizational skills that assist me to gain experience, employ my excellent interpersonal skills, and enable me to make a positive contribution to the growth of the organization.

***Educational Qualification:-***

* Master in Business Administration (Finance & Marketing) in the year 2007.
* BSC from Bikaner University in 2004.
* +2 Science from MM College (Rajasthan Board Ajmer) in 1998.
* Matriculation from RBM School (Rajasthan Board Ajmer) in 1996.

***Computer Programming Skills:-***

* Knowing Office Package : Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft Power Point
* Knowing Operating Systems : Windows9X, Windows2000, Windows ME, Windows XP and Linux
* Working hands on ERP (Oracle 10g) from last 8 years.

***Professional Excellence Summary:-***

* Experienced and knowledgeable professional with rich & extensive experience of over 12 years in the Accounts and commercial management industry
* Delivered accounts and commercial support to Project Management throughout contract delivery cycles advising on project control variations and commercial considerations of managing projects
* Rich experience in ERP (Oracle 10g)
* Experience in working in accounts and commercial field and increasing administrative, verbal, analytical and communication skills, dealing with a variety of customers, staff members and employees
* Actively coordinated with HR Department for compliances of statutory obligations required under various prevailing Government Laws
* Skilled in assisting in developing accounts and commercial management processes and control measures designed to minimize risk and maximize operational performance of contracts
* Established & maintained document management, construction cost, and claims management systems for the project
* Expertise in implementing strategy to execute the set plans and respective marketing activities in collaboration with the top management to achieve the set objectives

***Core Competencies:-***

* Accounts and Commercial Operations
* Accounts Receivables & Accounts Payables
* Cash Flow, Budgeting, Overhead, Fixed Cost & Compliances
* Client Bill Submitting and Followup of payment and disbursement of the same to vendors as per payment terms/cycle.
* Report Generation
* Liaison & Coordination
* Cash and Bank Reconciliation
* Manpower Management

***Work Experiences:-***

* Accounts (Commercial) In-charge (Dy. Manager), Simplex Infrastructures Limited, from Jun’07 – Till Date
* Currently Posted at Jawharpur Thermal Power Project, Etah (UP).

**Key Result Areas:**

* Spearheading gamut of operations entailing administrative & commercial activity at site
* Steering range of tasks pertaining to mobilization of project site, office establishment and stores, arranging for communication & mess facilities for staff and labour
* Liaising for registration with various government authorities such as Labour Department and BOCW Department.
* Coordinating with HO and local branch for the opening of company current account in the bank nominated by HO.
* Finalizing annual budget for the project with Project In-charge.
* Following up with HO for the requirement of bank guarantees/insurance policies required for the project and ensuring release of BGs as per contract or closure of project from client
* Preparing monthly liability, budget and cost breakouts for planning & review
* Ensuring rate variance with tender rate vs. actual purchase
* Ensuring follow-up with client for processing of bills and release of payment and preparing aging statement for client billing and release of payment
* Developing payment recommendation for suppliers, contractors, and other vendors against payment receipt from client as per payment terms of vendors
* Managing cash & bank reconciliation, closing of books, reports summarizing, development of financial statements through ERP
* Arriving at the standard cost, purchase price variance and other related costing, participating in inventory accounting
* Administering cash inflow & outflow statement, financial statements and expense analysis
* Developing monthly VAT statement, escalation bill preparation, P&M advance & material advance bill preparation
* Managing TDS, VAT, C Form and Services Tax Record; administering quarterly ISO 9002 External & Internal Audit.

***Highlights:-***

* Drafted monthly MIS report, kept track of outstanding payments and advances of suppliers
* Delivered excellence in Accounts Payable & Receivable (approval of all types of bills like supplier, contractor & hire parties)
* Followed up with HR for compliances of statutory obligations required under various prevailing government laws.

***Projects Undertaken:-***

* Presently Jawharpur Thermal Power Project, Etah (UP) Total Cost of Project INR 264.00 Crore)
* Completed DLF Housing Project at Gurgaon, Named “Regal Garden & Sky Court (16 Towers up 26th Floors), Total Cost of Project INR 445.00 crore)
* Bangalore Swastik Metro Project (01 Metro Satiation, 01 Commercial Building & 01 Residential Building Project, Total Cost of Project INR 350 crore) since Nov'11 to Nov’12
* Worked in BMRCL (Bangalore Metro Rail Cooperation Limited) in Swastik Yesvantpur from 19th March 2010 to 15th Nov’11. (Total Cost of Project INR 200 Crore)
* Worked in DMRC (Delhi Metro Rail Project) in Mehrauli-Gurgaon Project from 26th June 2007 to 15th Mar’10 (Total Cost of Project INR 270 Crore

***Personal Details***

**Date of Birth:** 7th October 1981

**Languages Known:** English, Hindi and Marwari

**Permanent Address:** 2nd E, 107 G Murlidhar Vyas Colony, Bikaner – 334005, Rajasthan

**Present Address:** House No. 298, 1st Floor, Sector-10, Landmark- Behind Civil Hospital, Gurugram – 122001

(Vipin Pareek)