

**Rajeev Gupta**

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**Professional Summary**

Experienced and results-oriented finance professional with over 25 years of experience in financial management, accounting, taxation, budgeting, forecasting, MIS reporting, and cash flow management. Proven expertise in ERP systems including SAP, Oracle, Tally, and SAGE. Demonstrates strong leadership in overseeing financial operations, ensuring statutory compliance, and optimizing business processes.

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**Core Competencies**

- Financial Accounting & Finalization (IGAAP)
  - Taxation & Statutory Compliance
  - Budgeting & Forecasting
  - Cash Flow & Fund Management
  - MIS Reporting & Financial Analysis
  - ERP Systems: SAP (FICO/MM/SD), Oracle (AP/FA), Tally, SAGE
  - Vendor Management & Payables
  - Revenue Assurance & Cost Control
  - Asset Capitalization & Register Maintenance
  - Team Leadership & Process Improvements
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**Professional Experience****VNCB Infratech Pvt. Ltd., Vadodara**

*Sr. Manager – Commercial and Accounts*

**Dec 2024 – Present**

- Managed multi-location project sites ensuring statutory and safety compliance.
- Maintained books of accounts and reconciliations.
- Oversaw vendor payments, staff reimbursements, and monthly bank reconciliations.
- Handled booking of prepaid/provision expenses, insurance, interest, and BG charges.
- Prepared cash flow reports and validated bank charges on loans.
- Submitted monthly financial reports: P&L, Balance Sheet, MIS.

**Nouvelle Gabon Mining, Gabon**  
*Project Accountant – Mounana*  
**Jul 2023 – Mar 2024**

- Managed books of accounts using Tally and SAGE.
- Conducted inter-company reconciliations and fund management.
- Reviewed and processed vendor payments and staff reimbursements.
- Prepared and submitted monthly financial statements and MIS reports.

**FreshRooms Hospitality Services Pvt. Ltd.**  
*Sr. Manager – Finance and Accounts*  
**Nov 2021 – Jul 2023 | Apr 2024 – Nov 2024**

- Ensured revenue validation and controlled revenue leakages across locations.
- Maintained accounts and processed vendor payments and reimbursements.
- Generated monthly financial reports for stakeholders.

**JMC Projects (India) Limited**  
*Sr. Manager – Finance and Accounts*  
**Sep 2018 – Oct 2021**

- Managed site-level accounts for JV project (JMC Laxmi Wilo JV).
- Ensured timely billing, revenue validation, and client follow-up.
- Handled Finalisation of Books, asset capitalization, vendor reconciliation, insurance, and statutory filings.

**Tonk Water Supply Limited (Essel Infra Unit)**  
*Dy. Manager – Accounts*  
**Apr 2016 – Aug 2018**

- Managed Oracle AP/FA modules and SAP FICO/MM/SD as an end user.
- Processed revenue billing, bank reconciliations, and financial closures.

**Essel Vidyut Vitran Ujjain Pvt. Ltd.**  
*Dy. Manager – Accounts*  
**May 2014 – Apr 2016**

- Oversaw accounts payable and maintained Oracle systems.
- Ensured compliance with cost control and timely statutory returns.

**Videocon Industries Ltd.**  
*Asst. Manager – Accounts*  
**Jul 2008 – May 2014**

- Supervised regional accounting, inventory control, and credit management.
- Awarded "Best BCC" for 2012 and 2013.

**Akai Consumer Electronics India Ltd.***Asst. Manager – Accounts***Jan 2000 – Jun 2008**

- Handled regional accounting, C&F agents, cash flow, and credit management.

**Videocon International Ltd.***Officer – Audit and Accounts***Sep 1996 – Dec 1999**

- Audited national sales offices, verified dealer incentives, and finalized branch accounts.

**Banswara Textile Mills, Rajasthan***Excise Officer***Jul 1995 – Sep 1996**

- Maintained statutory records and cost sheets, filed excise returns, and supported audits.

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**Education**

- M.Com. – MDS University, Ajmer – 1993 – 61%
- B.Com. – MDS University, Ajmer – 1991 – 57%
- ICWAI (Inter) – ICWAI Kolkata (Kota Chapter) – Dec 1993
- Senior Secondary – 1989 – 64%, Secondary – 1987 – 63% (Board of Secondary Education, Rajasthan)

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**Personal Details**

- Date of Birth: 13th May 1972
  - Marital Status: Married
  - Hobbies: Reading, Internet Surfing
  - Expected Salary: Negotiable
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*(Rajeev Gupta)*