

CA Bhushan Kumar Agrawal

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Professional Qualification :

-**Chartered Accountant** from the Institute of Chartered Accountants of India, New Delhi, in Nov.2002, (*Secured 73% marks in Corporate Laws & Sec. Practice*).

-**LL.B. with Taxation** from Ch.Charan Singh University, Meerut in 1998

Educational Qualification:

M.Com. from Ch. Charan Singh University, Meerut in 2000, (*Secured 99% Marks in Quantitative Analysis*).

Certificate Courses:

DISA(Diploma in Information System Audit) : DISA Qualified system Auditor from The Institute of Chartered Accountants of India, New Delhi .

CCA(Certified Concurrent Auditor of Banks) : Certificate course of Concurrent Audit of banks from The Institute of Chartered Accountants of India, New Delhi .

Certificate course on valuation: from The Institute of Chartered Accountants of India, New Delhi .

Technical Education :

Have good operating knowledge of Dbase, Tally, Ms Office, SAP(Financial & Material), Oracle Financial and have been preparing Project Reports, Budgets, Income Tax Returns other data processing on the computer.

May'10 onwards : **Presently working as senior partner in M/s Pradeep & Rajeev, Chartered Accountants , Meerut and handling auditing, accounting ,Income Tax, Service tax,GST & project finance .**

Currently Guest Faculty in Ch. Charan Singh University Meerut, Deptt of Commerce – Subject Financial Accounts and Financial Management .

Faculty in CIRC Branch, The Institute of Chartered Accountants of India. Meerut.

Topics : Office procedures (Office Organization, office etiquette, Team work, Importance of deadlines.

General Commercial Knowledge (Money Market, Role of Central Bank in money market, Capital Market & Stock Exchanges, Role of commercial banks, Public finance in India.)

Faculty in CIRC Branch Meerut.

Topics: Tally ERP

In 09-10 worked as visiting Faculty in Kalka Group of Institutions, Meerut.

Subjects: Cost & Management Accounting –PGDBM

Financial Management –PGDBM

Financial Management – MBA

Accounting Auditing Experience :

May'10 Onwards : Presently Statutory Auditor of Punjab Nation Bank and Meerut City Transport Limited , Concurrent Auditor of Oriental Bank of Commerce. Conducted Statutory Audit & Concurrent audit of various Banks like Syndicate Bank , Allahabad Bank, Oriental Bank of Commerce, Punjab National Bank, The Oriental Insurance Co Ltd etc .

Internal Audit of various units of Paschimanchal Vidut Vitran Nigam Limited Meerut(PVVNL) and Uttar Pradesh Transmission Corporation Limited.

Concurrent Auditor of District Health Society , Baghpat

Industrial Work Experience :

Jan'07 to Apr'10

Organisation : **Reliance Communications Ltd.**

Apr-08 to Apr-10

Location : **Hub (UPE & UPW)**

Position : **Accounts Lead**

Responsibilities :

Primary Responsibilities â€œ

- > Preparation of Annual Operating Plan (AOP) for the Circle.
- > Forecasting of Circle Acquisition, Revenue etc.
- > Should have handled Accounts Payable and Receivable.
- > Monitoring of AOP Vs. Actual performance for Key parameter for Circle, Product wise, business vertical wise, geography wise.
- > Preparation of Budget Requirement for Circle and ensure to uploaded into SAP
- > To do continuous monitoring of budget availability in to SAP and to bring into notice to the Management any shortfall of budget and to ensure proper utilization of budget GL code and Fund Centre wise.
- > Monitoring and Analyzing all business related expenses and highlighting and any discrepancies or variation to the management
- > Preparation of Monthly provision and submission to accounts
- > Expenses Ledger scrutiny
- > Checking and Monitoring of PR(Purchase Requisition), PO(Purchase Order) and Service entries and to ensure timely preparation of all the documents.
- > To do various analysis as per requirement and expectation of the Management.

Organisation : **Reliance Communications Ltd.**

Location : **Meerut
UP(W) & UA**

Position : **Circle Network Commercial Lead**

Responsibilities : Responsible for all Network Commercial activities & OPex payments in the circle:

Contracts / PO Management :

- Preparing detailed scope of work with the help of MM.
- Identification of Contractors / Vendors
- Negotiation and finalization of rates
- Validation of rates with HO
- Preparation and awarding of Contract / PO with the approval of CTOs/CMMs and CCH
- Entering the Contract / PO in SAP and issuing the same to Contractor / Vendor.
- Ensuring Cost control & reduction.

Monitoring of Network Payments :

- Various network payments like Diesel, electricity, vehicles hire charges, maint. Cont., Property Tax, & other network payments.
- Payment of port & infrastructure charges to BSNL.
- Monitoring & analysis of Power & Fuel
- Payment to Other IP & USO IP for shared sites as per agreement.

MIS:

Preparation of daily, weekly and monthly MIS on the following
Weekly MIS to Network Commercial at HO

Monthly MIS on the following

Network operating expenses monitoring for wireless, Wireline, NLD, ILD.

Month end provisions, GL Review & Budget Vs actual .

Rent Payouts:

- Rent processing as per REM –Creation of IO , Vendor code & timely payment of rent-Offices, CDC, WH, Sites, Guest house .
- Rent accounting and preparation of schedules & various MIS .

Focus on analysis of O & M costs and monitor cost reduction Initiatives.

IUC Related Activities :

Port & Infrastructure charges to BSNL .

Cable Cut payable & Receivable to BSNL & Other operators.

IUC payable to BSNI & Other Operators.

IUC Receivable from BSNL & Other Operators and its accounting .

Liasion with BSNL for Post & pre IOBAS Issues.

Follow up With BSNL & Other Operators for timely collection.

Site Sharing to / from other operators:

Verification & payment of bills raised by other IP & USO.

Creation , verification & management of bills raised & other activities to other operators for sites given on sharing .

Site sharing to other operators - Access issues resolution, Billing for site sharing , Management of documents & contacts etc.

Jan-07 to Mar-08

Organisation: Reliance Communications Ltd.

Location : Bareilly (Moradabad & Haldwani)

Designation : Cluster Commercial Head

Responsibilities : Responsible for the following commercial activities at

cluster level :

Revenue Accounting:

- Handling Billing & accounting around 5.00 crore per month revenue & Handset each billing at cluster level for prepaid, postpaid & PCO products.

Vendor Payments :

- Handling all type of vendor payments , booking of expense & vendors account reconciliations considering service tax & TDS.
- Accounting & payments of Customer refunds.

Channel & Distributors Accounting :

- Monthly account reconciliation of all channels & distributors.
- Verification of Channels claims & sent for payouts.
- Resolution for all channel related matters.
- Appointment , agreement & creation of codes for distributors & Channels.

Money Reco & Fund Management :

- Reconciliation of all bank accounts for all the locations.
- Timely fund transfer into pool account.
- Clearance of all open items to achieve the targets in weekly rating.

CRO Collection :

- Appointment & agreement etc with collection agency.
- Handling CRO collection through CRO supervisor & agency .
- Preparation & validate their commission payouts as per norms.

CDC Management :

- Handling various type of stock lying at CDC .
- Proper issue & received of various types stock.
- Liasioning with all distributors & Retail managers for fulfillment of requirements.

Audit :

- Liasion with internal auditors for monthly internal audit & with other deptt . to reply the observations of the auditors.
- Provide provisions & other related information for the cluster on monthly basis.

Taxation BSNL & Other legal Matters:

- Liasion with govt deptt. in respect of all related matters.
- Liasion with BSNL in respect of reconciliation & payments.
- Liasion with advocates for all legal matters.

MIS & Other Projects :

- Provide various types of MIS related to Revenue & Billing
- Analysis of AOP on monthly basis.
- Monitoring & handling of various projects like CAF Management. Etc.

HRC & Marketing activities:

- Monitoring of all HRC related activites.
- Finalization of vendors after negotiation
- Proper control over expenditure & maximum utilization of funds.

Organisation : **Idea Cellular Ltd.**

Oct'05 to Till date
Location : **Meerut (Regional Office) UP(West) & UA**

Designation : **Accounts Payable – UP(W) & UA**
(Assistant Manager)

Responsibilities : **Responsible for following activities & Supervising the Account payable& Roaming team who is responsible for the following:**

Post Paid & Roaming revenue

- Supervision and support to Post paid & Roaming Revenue team.
- Roaming Revenue accounting and collection & reconciliation of all roaming parties.
- GL Vs BSCS reco, (From the receipt from subscriber > BSCS posting > banking > fund transfer)

Vendor payments :

- Processing of bills as per DOA to finish the backlog within the same week.
- Expenses control, timely payment & compliance of accounting norms.
- Monitoring & review of tracksheet for outstanding payments and send the MIS .
- Monitoring Deutsche Bank transactions and batch Processing.
- Review of party trial balance and monitor the ageing for advances, payables and receivable accounts.
- Imprest account - trial balance review and monitoring w.r.t. ageing and advice for deductions from salary.
- Vendors Account Reconciliation.

Cash Management & Banking:

- Cash payment -employee claims and imprest payment.
- Fund transfer to ZO's and passing the enteries for both ZO's and RO.
- Bank Reconciliations for Deutsche Bank, PNB & ICICI

Refunds :

- To process refunds of all ZO's as per advise received from credit.
- MIS related to refunds .

Rent Payouts:

- Rent processing as per advise taking care of advance & increment adjustment
- Rent accounting and preparation of schedules.

Employee Portal :

- Support to IT in formation of employee claim portal.
- To process the employees claims as process & pass entries in Oracle .
- Advise to RO AP team for deduction if any.

Voucher Audit of ZO Expense as per DOA.

Coordination with Internal & statutory Auditors:

- Review of GL trial balance and matching the Audit schedules .
- Review of debtors & creditors ageing.
- Audit schedules and other closing related activities.
- Reconciliation & monitoring of various control Accounts.
- Handling various other activities as per management directive & requirement.

Achievements

: Streamline the vendor payments(capex & opex) , Centralize the cell site , admin rent & customers refund at circle level , Proper reconciliation & audit of various control account. Received sport award at circle for the same.

Oct'05 to Jan'06

Organisation : **Idea Cellular Ltd.**
Location : **Dehradun (UA)**
(Vikas Nagar, Saharanpur, Rishikesh, Mussorie, Haridwar, Deoband, Kotdwar, Nazibabad)

Designation : **Branch Head (Finance & Accounts)**

Responsibilities :

- Responsible for over all accounting & administration for the ZO.

Monitoring Collection Accounting :

- Follow up, collection, verification, filing of DCR, DSR from channels & Voucher punching in oracle on daily basis.
- Control over timely banking from channels.
- Preparation of GL VS ISMS VS BSCS RECO on daily basis.

Channel & other payouts Accounting :

- Accounting of all payouts to the channel during the months .
- Accounting of all types of vendor payouts & employees payouts at zo level.

Fund management:

- Fund transfer from bank on regular basis & maintain least balance at all collection a/cs.
- Preparation of weakly cash flow of the movement of fund .

- Reconciliation:

- Preparation of bank reconciliation of current and collection a/c situated at all the locations.
- Preparation PMA/CMA/PPD reconciliation and submitted to RO

Income Tax , Sales Tax & Other Legal Matters :

- Liasioning with advocates & deptt. For all related matters.
- Handling Sales tax related matters for U.A. :
- Preparation of monthly sales tax & workes tax return .
- Monitoring & preparation of maintainance of records relating to Forms , Vat & Sales Tax.

Liasion with BSNL for IUC Related matters :

- Follow up with BSNL for IUC related matters for U.A.
- Submission & Collection of I UC invoices.
- Proper accounting & Reconciliation of IUC Receivables.

Achievements : Streamline the location in respect of channel issues, vendors Payouts, employees satisfaction, IUC collection & other related areas.

August '03.. to Sept.'05

Organisation : **Reliance Infocomm Ltd**

Location : **Muzaffarnagar (Khatauli and Satellites towns)**

Designation : **Area Commercial Head**

Responsibilities :

- Responsible for overall accounting for the cluster through SAP viz:

- Town local expense booking & payment through Imprest.
- Creation of vendor code , service order & vendor reco.
- Prepaid & postpaid revenue booking in SAP.
- PIS Generation for collection & Money reconciliation through SAP.
- Stock management & Reconciliation in SAP
- Distributor Account Reconciliation in SAP.

-Implementation of Collection Model in Meerut & Muzaffarnagar and adjoining five Spoke Towns of U.P. (West) .

- Appointment of credit verification agency, Collection Agency (Soft and Hard), Legal Cell and fraud Detection and handling team.

-Formulation of Collection Strategy and ensuring achievement of collection target for Cluster and Spoke Towns.

- Analysis and Monitoring of over dues and Reconciliation of collection on day to day basis.

- Creation and Management of Database of subscribers for Meerut and adjoining Spoke Towns of U.P. (West).

- Handling of all Commercial Operation of Meerut and Spoke Towns.

- Handling of Termination and Commission Payouts of Subscribers and Dealers.

- Material Management of RIM's, FWT and FWP for entire cluster and Spoke Towns .

-Handling of entire Prepaid Operation ie. Storage, activation, and dispatch to dealers of Meerut.

- Relationship Management with Corporate subscribers and there queries resolution.

- Handling receivables & payables of IUC charges.

Feb.03 to Jul.03 :

-Worked as **Internal Auditor** of Jawahar Navodaya Vidyalaya situated at Meerut, MuzaffarNagar, Hardwar, Bijnor, G.B.Nagar, and as Tax Auditor of various firms and SIFPSA Meerut & Bagpat.

-Worked as **Monitoring Incharge** of Data entry center & Collection Center situated at Saket, Meerut of Reliance Infocomm Ltd.

Personal Information:

Date of Birth

: 22nd Sept 1977

Fathers Name

: Late Sri R.D.Agrawal

Marital Status

: Married

Nationality

: Indian

Passport No

:

(Bhushan Agrawal)

