

KAMAL PANKAJ

Commercial Ass. Manager & Accountant



Objective

I am passionate about tackling complex accounting tasks and eager to grow professionally through continuous learning. Along with my accounting expertise, I bring strong knowledge of purchase and commercial operations, including vendor management, purchase order processing, negotiation, and handling commercial documentation. I am seeking opportunities where I can contribute my skills, take on challenging assignments, and deliver value to the organization while ensuring cost-effective and efficient operations. My goal is to become a valuable asset, making a positive impact through my work in accounting, purchase, and commercial functions, while advancing in my career.

Work Experience

Om Ispat (India) Pvt. Ltd. | Commercial Ass. Manager & Accountant Oct 2023 - Present

Handled major Real Spaces projects including Ananta, Veda-42, The Altair, Vaanya, and Vimtara with full responsibility for Accounting, Purchase, Commercial operations, Store management, and Site coordination, ensuring smooth execution and cost-effective operations.

- **Commercial Documentation:** Managed purchase orders, work contracts, and commercial documents, ensuring proper compliance and smooth audit trails.
- **Cost Control & Negotiation:** Negotiated rates with vendors and service providers to achieve cost efficiency while maintaining quality standards.
- **Farvision ERP Implementation:** Led ERP system configuration, data migration, user training, and troubleshooting to streamline operations.
- **Order Creation & Material Procurement:** Created purchase and work orders with detailed specifications; sourced materials, conducted supplier research, and negotiated competitive terms with vendors.
- **Inventory & Stock Management:** Oversaw stock levels, optimized material availability, and controlled costs to support production and operations.
- **Bill Processing & Passing:** Managed and ensured accurate, compliant bill processing; reviewed bills for accuracy and adherence to company policies.
- **Bill Booking & Service Bill Booking:** Recorded bills in Tally Prime and ERP systems; processed service bills for timely payments.
- **GRN Entries:** Accurately recorded Goods Receipt Notes in Tally Prime and ERP systems.
- **Bookkeeping & Compliance:** Maintained financial records, ensuring statutory compliance.
- **Comparative Statements:** Prepared analysis reports to support management decision-making.
- **Vendor Management & Reconciliation:** Handled vendor accounts, resolved discrepancies, processed and verified vendor payments, and ensured strong supplier relationships.

- **Bank Reconciliation:** Reconciled bank statements with company records to ensure accuracy.
- **MIS Reports:** Generated monthly financial, operational, and commercial reports for management.
- **GST & TDS Compliance:** Calculated, filed, and remitted GST returns and TDS as per statutory requirements.
- **Material Planning & Site Coordination:** Coordinated with the material planning team and site team to ensure timely availability of materials as per project requirements.
- **Store Management & Coordination:** Managed complete store operations, monitored stock movements, and coordinated with the store team to maintain proper inventory records and avoid shortages.

Vikruti Infraventures Pvt. Ltd. | Commercial Officer & Accountant Oct 2020 - Dec 2022

- Managed Bill Processing, Booking & Compliance in Tally Prime/ERP; handled GST & TDS filing, vendor payments, and reconciliations (Bank & Vendor).
- Oversaw Purchase & Procurement – Created purchase/work orders, vendor coordination, timely material delivery, and cost optimization.
- Handled Inventory & Store Management – GRN entries, stock monitoring, inward/outward records, and coordination with store team.
- Coordinated with Site & Planning Teams to ensure timely material availability as per project requirements.
- **Maintained Financial Records & Reporting** – Bookkeeping, comparative statements, MIS, and commercial documentation for management decisions.

Globiter Infotech Private Limited | DL2 Support Engineer Dec 2018 - April 2020

- **Checking & Troubleshooting POS Machines:**
 - Ensure power supply and check for damage.
 - Update software and check network connectivity.
 - Test functionality and review error logs.
- **Maintaining Desktop Machines:**
 - Clean regularly and update software.
 - Run antivirus scans and ensure backups.
 - Check performance and peripherals.
- **Hardware & Network Support:**
 - Maintain network devices and manage cables.
 - Perform server maintenance and provide user support.
 - Document configurations and ensure security.

This streamlined checklist ensures efficient maintenance and troubleshooting for Shoppers Stop Raipur Branch.

Education

BACHELOR OF COMPUTER APPLICATION(BCA)

Passing year-2022

Central Collage of IT | Affiliated by Pandit Ravishankar Shukla University

Pass in First division - 71.7%

12th

Passing year-2017

Ram Prasad Bharadwaj H S School Tusma (Chhattisgarh Board)

Pass in Second division – 50%

10th

Passing year-2015

Vidya H S School Mudpar (Chhattisgarh Board)

Pass in Second division – 52.50%

Skills

- **Accounting & Finance:** Purchase/Sales/Bank/Payment/Receipt Entries, JV Booking, GST (Working & Return Filing – GSTR-1, GSTR-3B), TDS, Bank Reconciliation, Comparative Statements.
- **ERP & Software Expertise:** Tally Prime, Tally ERP9, Farvision ERP (Implementation & Troubleshooting), Light House ERP, MS Excel, PowerPoint, Word & other MS Office tools.
- **Purchase & Commercial:** Purchase Order & Work Order Creation, GRN & SRN Booking, Purchase Booking, Vendor Payments, Negotiation Skills, Client Payment Handling.
- **Store & Material Management:** Complete store operations, material purchase, documentation, inventory control, and stock reconciliation.
- **Additional Skills:** Team Coordination, Cost Control, Commercial Documentation, Basic AutoCAD Drawing Reading.

Personal Details

Father : Mr. Budhram Pankaj
DOB : 18.01.2024
Email ID : kamal.pankaj20@gmail.com
Phone No. : +91 75809 88577
Current location : Old Changorabhata, Raipur (C.G.)-492001
Language Known : Hindi, English & Chhattisgarhi
Permanent Address : Village - Tushma, Tehsil - Nawagarh, District- Janjgir champa (C.G.)

Declaration

I here by declare that the all information furnished above is true to the best of my knowledge.

Kamal Pankaj