



RAKESH KUMAR JAIN

Finance Officer

Profile

A seasoned finance professional with over 40 years of experience in accounting, audits, project reporting, and financial administration across public and private sectors. Currently serving as Finance Officer at a deemed university, with expertise in UGC grant handling, legal compliance, and institutional financial planning.

Work Experience

2007
- Till
Date

Jain Vishva Bharati University, Ladnun

Finance Officer

- Preparing final accounts, Budget, internal/statutory/tax audits, and financial reports.
- Liaising with UGC and government bodies for grants and compliance.
- Managing board/legal matters and institutional financial planning.

2006
-
2007

Mody Education & Reserch, Lakshmarhar

Manager Accounts & Administration

- Oversaw all accounting operations and ensured policy-based administration.
- Maintained compliance with audit and institutional financial systems.

2003
-
2006

Eros Jewelry Jaipur

Manager Accounts

- Managed complete accounting functions for group companies.
- Conducted audit preparations and handled tax compliance.

2001
-
2003

Fashion Apparels Pvt. Ltd. (Raymond)

Manager - Accounts

- Supervised accounts for multiple retail and textile firms under the group.
- Handled audit, income tax, sales tax, and legal matters.

1985
-
2001

Rajasthan Consultancy Organization Ltd. (RAJCON)

Accounts Officer

- Prepared final accounts and audit reports for multiple years.
- Managed board matters, legal compliance, and project report drafting.

1981
-
1985

Rajasthan Cooperative Spinning Mills Ltd

Accountant

- Checked salary sheets, supplier bills, and performed bank reconciliations.
- Assisted in trial balance and balance sheet preparation.


1979
-
1981


Jaipur Udyog Ltd., Sawai Madhopur

Accounts Assistan

- Maintained journals, ledgers, cash book, and purchase/sales registers.
- Supported various accounting and documentation tasks.

 9413205728

 jvbi.finance@gmail.com

 UGC Staff Quarters, Jain Vishva Bharati University, Ladnun 341306

Education

Master of Commerce (M.Com)

PG Diploma in Cost & Works Accountancy (DCWA)

PG Diploma in Management Finance (Equivalent to MBA)

PG Diploma in Industrial & Personnel Management

Bachelor of Commerce (B.Com)

Expertise

Accounts Package (Tally 5.4, 6.3, 7.2, 9.0.Tally Prime)

MS-Office

Accountancy

Compliance Management

Language

English

Hindi