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**Objective**

To procure an opportunity in a prestigious and well established firm to broaden the horizons of my professional spectrum. Seeking a position in the Finance Department of any professional and reputed organization where I can have opportunities to learn and grow.

**Personal Profile**

A highly experienced professional having more than 14 years of experience in accounting and administration ready to work in any challenging and dynamic environment.

**Career Profile**

* Detail-oriented, efficient and organized professional with extensive experience in accounting systems.
* Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
* Excellent written and verbal communication skills.

**Experience**

**Boy 2 Digital (Ghaziabad – India)**

**Accountant and Store Manager** Mar.2014 – Feb.2015

The company is dealing in Consumer Electronics and Home appliances having turnover of more than Rs.2 crore.

Handle Customer Billing, Customer Collection, Bank Reconciliation, Keep track of Stock and Payments.

Handle Cash Books (Petty Cash/ Day Books/ Ledgers etc.)

Handling inventory and Costing and pricing of goods.

Dealing with Customers, Suppliers, Bankers & Auditors, tracking of payments due.

Interaction with the Clients for the Finance Settlement.

Collecting data of sales and furnishing report on the performance of each salesman.

Preparation of daily, weekly & monthly Work Progress Reports.

Placements of orders for day-to-day office requirements.

Dealing with Tenants regarding rent agreement and payments.

Bank reconciliation.

**Hope Trading Co. LLC (Dubai)**

**Accountant and Administration In charge** Oct.2009 – Jan.2014

The company is dealing in Consumer Electronics and Home appliances (Re- Export) having turnover of more than AED60 Million.

***As an Accountant:***

* Prepare various Management Accounting Reports for Senior Management for decision-making.
* Making of sales invoices and follow up with customers for collections.
* Handling inventory and Costing and pricing of imported goods.
* Monitoring Payable & Receivable review and Finalize Monthly collection reports.
* Reconciliation of Debtors / Creditors, computation of depreciation charges, wages etc.
* Handling Cash Disbursement & Expense Recording.
* Preparing the payroll, Staff debtor’s reconciliations and monitoring salary advances.

***As An Administrator:***

* Dealing with Customers, Suppliers, Bankers & Auditors, tracking of payments due if any
* Interaction with the Clients / Visiting Offices for the Finance Settlement.
* Collecting data of sales and furnishing report on the performance of each salesman.
* Preparation of daily, weekly & monthly Work Progress Reports.
* Placements of orders for day-to-day office requirements.
* Procurement & Purchase of materials / Making Quotations & essential documents.
* Dealing with Tenants regarding rent agreement and payments.
* Bank reconciliation.

***Logistics Functions:***

* Booking space in Airlines as per Shippers choice, for Export Shipments.
* Negotiating freight rates and assists in other logistic activities.
* Preparation and negotiation of documents with the Banks, for Bill discounting etc.
* Prepare Pre-shipment / Post-shipment Documents / Warehouse maintenance.
* Prepare documents for Import & Export / Liaising with Clearing & Forwarding Agents & Customs.
* Sending arrival reports of shipment to concerned lines with status and condition of the containers.

**Khaitan Electrical Ltd., New Delhi – India**

**Commercial Manager***May 2008 – Oct 2009*

The company is a leading in the Consumer Electronics and Home appliances having turnover of more than Rs.350Crore (Approx. 212.21 million AED)

* Reconciliation of VAT (DVAT 30 & DVAT 31) monthly basis
  + Reconciliation Service Tax and other tax Liability.
  + Issue and receive Form F a/g Stock Transfer IN/Out (Within State / Other State)
  + Reconciliation of Purchase and Issue Form “C” on yearly basis.
  + Filling Monthly Return & Yearly assessment.
* Stock Indenting, Stock Aging, and Sales Return Analysis with region, (with VAT Debit Notes).
* C & F Expenses, Freight/Courier Expenses, Octroi Expenses, Warehouse Rent.
* Stock Taking and reconciliations Monthly & Qtr’ly, Yearly for Audit.
* Freight Cost Budget Vs Expenses Variance and Analysis.
* Preparation of the **Annual Budget** & Rolling up Budget on half year term.

 Report to the management with regard to the revenue profitability of Branch.

 Review the credit policies time to time and provide necessary advice to the management.

 Verification of customer opening documents as per company policy.

 Release the funds after reviewing the credit position of the major vendor’s accounts with respect to their credit terms.

 Review the outstanding bills for bank payments in relation to the documentary credit and taking necessary action to settle on time.

* Overview Accounts Receivable, Accounts Payable, Journal Accounting, Scheme, Discounts, Margins, Monitoring, Expense Control, Budget Vs Expense /Scheme & Discounts Variance Analysis. Master Updates in systems.
* Handled customer feedback received via all channels proactively in accordance with the company’s service standards and policies.
* Prepared the Customer Feedback report on monthly basis.
* Attended all customer inquiries in an efficient and professional manner.
* Audit and provided recommendations to enhance the efficiency and effectiveness of the various systems to meet existing and future requirements.

**LG Electronics India Pvt. Ltd., New Delhi – India**  *Oct. 2004 – Apr. 2008*

The company is a leading in the consumer durables and Home appliances having turnover of more than Rs.10000 Crore. The company has completed 10 years in the country and has been leading in all products since beginning.

Worked with L.G.ELECTRONICS (I) PVT LTD.**, Delhi North Branch, as Accounts & Finance Ex**ecutive for Handling the Branch Operations, Also Worked with LG’s Delhi South Branch as **Branch Commercial Officer** and Leading a team of three members, handles a branch of 500 crore and around hundred channel partners.

**Work Exposure in LG**

**1 ACCOUNTS & FINANCE & MIS**

 Reporting to HOD Accounts & Finance in Corporate.

 Preparing the MIS of Branch for Collection Aging and Risk Analyses for over dues.

 Preparing Analyses of Sales, Margins, collections, Stock Turnover etc.

 Training & guidance to the Team in the routine accounting functions, Policies & Procedure of the Company.

 Monthly MIS of Accounts & Finance (Scheme, Expenses & Tax) to Branch & Corporate.

 CMS operations of the Branch with HSBC & ICICI Bank.

 Ageing of Stock and liquidation of the same.

 Manage day to day accounts for the branch.

 Generate daily/weekly/monthly sales, AR, AP, Trial, P&L and expense reports.

 Accounting support for local advertisement expenses, sales & Marketing schemes etc.

 Manage branch imp rest and sundry expenses.

**2 OPERATIONS**

 Provide dealer wise sales report and account statement to the collection in charge & sales team.

 Ensure dealer claims are settled timely and credit notes (as required) are issued.

 Reconcile accounts with dealers.

 Relevant information / instructions are given to sales / collections / supply chain team to complete the sale process.

**3 ADMINISTRATIONS**

 Maintenance & Capitalization of Fixed assets at branch.

 Responsible for Branch Administrative Activities.

 Second authority in the branch and responsible for all Commercial Contracts of the branch.

**4 SERVICE**

 Monitoring of Authorized Service Center for LG Electronics:

 Monthly Report on Inventory and ensuring ordering of spares for the required stock, Monthly auditing of spares. Ensuring Achievements of monthly targets from ASC.

 Feed Back of Walk in Customers, Ensuring Customer Satisfaction, Ensuring quality services to customers, dealers feedback and satisfaction).

**3 CREDIT MONITORING**

 Monitoring of Accounts Receivable for the business operations.

 Collections of the Over Due amount on daily basis.

 Issuance of Credit or Debit Notes to the Trade Partners.

 Incentives & schemes (Over and Above Commitments) from AM & BM and registration of the same with Corporate.

 Funds Management of the Branch around 75 Lac per month.

 Branch Expenses Budget control in co-ordination with Department. Head.

 Registration of the Dealer- Relevant Documents, Credit Limit.

**5AUDITS**

Handling **Quarterly Internal Audit** of the Branch by **S.S. Kothari & Co**. on the following Issues

 Policies and Procedures of the Company.

 Quarterly Expenses Audit.

 Quarterly Scheme Management and Incentives Audit.

 Expenses Analysis.

 Reasonability of Expenses.

Handling **Statutory Audit** by **Deloitte and Earnest & Young twice** a Year on the following issues**.**

 Annual Expenses of Branch.

 Implementation of **Accounting Standards** in the branch.

 TDS Audit

 VAT Audit

 Reasonability of Expenses

**Awards & Recognition**

 awarded as Best Employee for 6 months for the month of April-Sep 07 by Regional Head was in Top 5 Commercial Executive, 6 months in the row.

**Magnum Tours & Travels Pvt. Ltd., New Delhi - India**

Accounts executive December 1999 – September 2004

* Handle Customer Billing, Customer Collection, Bank Reconciliation, Keep track of Airlines Stock and Payments.
* Handle Cash Books (Petty Cash/ Day Books/ Ledgers etc.) Manage AGT/ DSR.

**Special Assignments**

Sales Tax Assessment for financial year 2003-04, 2004-05 and 2006-07 for Delhi State.

Oracle Implementation: Logistics & Commercial Reports for All India.

Oracle Implementation: Branch Accounts, Sales & Marketing (A/R, A/P, GL, Freight Modules.)

**Core Competencies with**

 **Financial Statements:** Preparation of Financial Statement i.e. Accounts finalization with Balance Sheet, Statement of Cash Flows etc. with the application of International Accounting Standards (IAS).

 **Budgeting & Strategy Formulations:** Preparation of Budgets with performance evaluations and can formulate strategies for business organization.

**Computer Knowledge**

 Work experience with various Accounting Software (ERP Oracle Financials Millennium System (Inbuilt) software of LG Electronics, Tally 9 Thorough knowledge on MS office, especially Excel and Word.

**Education Qualifications**

**MBA in Finance & Marketing New Delhi**

**F**rom Sikkim Manipal University 2010

**B.Com (Pass) New Delhi**

From Delhi University (correspondence) 1999

**Professional courses**

 Diploma in Software Programming and Quality Management in computers from National institute of information Technology (NIIT) in 1999.

 Microsoft Certified Solutions Developer in 1999.

 Certificate in VB 6 with Oracle 8i ERP from Software Technology Group in 2000.

**Personal particulars**

Date of Birth 20th Feb.1978

Gender Male

Nationality Indian

Marital Status Married

Languages English, Hindi,

Visa Status Visit Visa till 18/10/2014

Place: - Dubai

Date