**SUNIL**

**SUNIL.371378@2freemail.com**

***~ GROUP ACCOUNTS HEAD ~ SENIOR MANAGER ~ 16+ Years***

***Aspiring for a challenging assignments as Sr. Manager that would facilitate the maximum utilization and application of my broad managerial skills, interpersonal skills, functional knowledge, analytical abilities in making a positive difference to the organization***

**CAREER SUMMARY**

* Currently spearheading responsibilities with M/s Educomp Raffles Higher Education Limited, Rajendra Park, Pusa Road, New Delhi as **Sr. Manager – Finance & Accounts**
* Solutions focused, Meticulous and result-oriented Sr. Manager – Finance & Accounts with 16+years of a successful career with expertise in Auditing, Employee Relations and Financial Strategies
* Having good knowledge of Taxation (Direct & Indirect) , well versed with exposure in GST & knowledge about IndAS.
* Highly accomplished problem solver & Marketing strategist, seasoned professional distinguished by commended performance & proven results
* Demonstrated excellence in tackling issues to develop business plans and drive implementation in real time sales environments
* Successfully handling the complete activities of that depot Manufacturing, Marketing, Infrastructure, Service and Education industries
* Adept in managing consolidation of financial including reconciliation group of accounts, board note and note to accounts, reviewing other statutory compliance, audits and ROC compliance issues
* Expertise in designing internal control systems towards the accomplishment of corporate business goals
* Solid, professional standards; excellent track record of dependability; exceptional negotiation & relationship management skills and abilities in liaising with banks, financial institutions, tax authorities, regulatory authorities and other external agencies
* Highly articulate, demonstrating exceptional management, relationship building, communication , leadership skills, and proactive in Decision Making
* Handled accounts and financial reporting responsibilities of Institute(Jai Radha Raman Education Society)

**COMPETENCY MATRIX**

* Finance & Accounts
* Auditing
* Consolidation Reporting
* Budgeting / MIS
* Taxation
* Business Planning

**Computer Skills**

* Well versed with MS-Office (MS Word, MS Excel), Tally 7.2 & 9.
* Basic knowledge in ERP RAMCO 3.2, Navision (Classic)

**PROFESSIONAL** HISTORY

***Educomp Raffles Higher Education Limited, New Delhi Feb ’10 – Jan’ 17***

***Sr. Manager F&A / Project Finance Incharge***

***AmServe Consultants Limited, Noida (U.P.) Aug’07-Feb’10***

***Assistant Manager - Finance & Accounts***

***Evolv Management Services Pvt. Ltd., Noida (U.P.) May’05-Aug’07***

***Sr. Executive – Finance & Accounts***

***Breakwel Automotive Components (I) Pvt. Ltd., Noida (U.P.) Oct’03-May’05***

***Executive – Excise & Accounts***

***Eureka Forbes Limited, Delhi Jul’01-Sept’03***

***Coordinator – EuroValue( A hire purchase division )***

**KEY DELIVERABLES**

**In Finance & Accounts**

* Preparing & administering the finalisation of year-end/ quarterly / monthly financial statements as per IGAAP & IFRS
* Preparing consolidated financial for group after finalisation of standalone financials.
* Consolidation of trial balance with schedule and annexure of branches, corporate office & Head office, cross checking of fixed assets register to ensure smooth accounting operations
* Guide to branch account for qualitative accounting, improvise quality and provide format to cross own schedule and reporting

**In Taxation**

* Managing the operational control & compliance of Indirect taxes; ensuring tax liability and timely remittance of tax & duty, Work Contract Tax, Service Tax, Income Tax, VAT, TDS etc
* Ensuring timely filing of returns such as TDS, VAT, Service Tax and Income Tax Return as per relevant acts & interfacing with Tax Auditors/regulatory authorities for assessments, remittances
* Responsible to finalise form 3CEB & reports for Transfer pricing and annexure to tax advisory
* Provide format to cross check tax liability with books and trial balance, finalising tax audit reports with schedule and instruct for adjustment/rectification
* Handling in house taxation process, individual responsible for hearing in front of assessing officer for IT, VAT and Service tax matter(for anti-evasion cases), leading Service tax audit

**In Budgeting & MIS**

* Formulating budgets and conducting variance analysis to determine variation between projected & actual results and implementing corrective actions
* Developing and analysing MIS reports and other statements to provide feedback to top management on financial performance viz. fund management, credit control, profitability, etc
* Developing exception report to help top management by providing deviations in key performance indicators
* Group reporting to management on financial for IGAAP and IFRS concept

**In Auditing**

* Managing the complete planning and management activities for ensuring completion of various types of audits within the time and cost parameters
* Conducting verification of books of accounts to detect any possible fraud and ensuring that accounts prepared are both reliable & prepared in accordance with statutory accounting standards
* Evaluating internal control systems / procedures, preparing audit reports with a view to highlight the shortcomings and implementing necessary recommendations

**In Commercial Operations**

* Managing the records for all the vendors; liaising with various parties for smooth flow of activities (for Construction Company)
* Checking all accounts vouchers like purchase, sales, cash, and bank voucher in accounts books as per B/S
* Controlling of Staff Imprest, Advance, employee salary, Medical reimbursements, etc
* Supporting to HR department for PF, shop establishment act and other labour law matters

**In Project Operations & Accounting**

* Managing the construction project to build institution and commercial building; liaising with various concern authorities to get approval
* Checking all agreement made with sub-contractor and PMC agreement with contractee
* Controlling and checking books &record like purchase, sales, cash, and bank voucher in accounts books as per B/S
* Controlling on cost of project, thru cost audit report with the help of external cost accountant firm
* Handling assessment with various tax authority e.g. commercial tax deptt., labour act and IT deptt

**In Team Management**

* Leading, mentoring & monitoring the performance of team members to ensure efficiency in process operations and meeting of individual & group target
* Creating and maintaining a healthy & learning environment while ensuring creative & operational development of the employees in the department

**SCHOLASTIC CREDENTIAL**

* **Master’s in Commerce** from M J P Rohilkhand University in 2000
* **Bachelor of Commerce** from M J P Rohilkhand University in 1998
* **12th** From U.P. Board in 1995
* **10th** From C.B.S.E. in 1993