**PANKAJ**



**PANKAJ.375402@2freemail.com**

**CAREER OBJECTIVE**

To enhance my career in Finance & Accounts and to contribute in growth of the organization by using my professional skills.

**PROFILE SUMMARY**

* Result-oriented professional with 5+ years of experience in:
* *Finance & Account Documentation Reconciliations*

*Invoicing Auditing Taxation*

* Skilled in composing effective accounting and ad-hoc reports.
* Involved in day-to-day accounts related activities in co-ordination with internal/ external departments for smooth financial and accounting operations.
* Proficient in presenting accurate view of financial position of the company by way of timely preparation of annual reports.
* Involved in preparing audit reports with a view to highlight the shortcomings and providing necessary recommendations.
* An effective communicator & negotiator with strong analytical, problem solving and organizational skills.
* Preparation of MIS reports & analyzing the same to provide feedback to the top management on business performance viz. monthly turnover, profitability etc.

**WORK EXPERIENCE:**

1. **Flex Middle East – Jebel Ali Free Zone, Dubai, UAE**

**(Executive - Finance & Accounts)** **(April – 2015 to till Present)**

* Responsible for all Accounts Payable and Accounts Receivable processes with working capital management and facility utilization.
* Liaising with the bank for Short Term Loan e.g. inward and Outward Letter of Credit, Trust Receipt against PDC Cheques, Trust Receipt against Inward Document Collection, Bill discounting.
* Assisting with management reporting, planning and forecasting.
* Addressing escalated issues from employees and vendors regarding accounts payable while ensuring accurate and compliant A/P files and records in accordance with company policies and government regulations.
* Booking the bills of raw material, misc. purchases, consumables and job works, freights inward and outwards while preparing transport tracking reports.
* Monitoring issuing of debit notes to suppliers and making settlement of their balances.
* Assuring the posting of A.P. data in to ledgers and implementation of month end activity/ period closing activity.
* Liaising with different departments of organization like Stores, Commercial, HR, Marketing, etc.
* Prepare customer's statements, bills and invoices and also aging reports. Investigate and resolve billing and account discrepancies.
* Maintain accurate records about the customer payment status, contacts, issues, and essential details for assigned customer.
* Perform month-end close for AR, including preparation of all manual GL journal entries and reconciliations and support financial statement audits related to A/R.
1. **Packaging India Pvt. Ltd (Essel Group), Sitraganj, India**

**(Executive- Accounts & Finance)** **(April 2012 to March 2015)**

* Responsible for all Accounts Payable processes.
* Prepared monthly weekly sales report & monthly sales report with analysis.
* Prepared monthly prepaid expenses & provision expenses.
* Daily bank & cash book reconciliation.
* Recorded purchase bills against purchase order released by purchase department.
* Process for TDS, Service tax & GTA bills.
* Reconciliation of vendor accounts and resolved discrepancies
* Prepared Weekly advance report e.g. Party advance & employee advance.
* Prepared monthly & Quarterly Return of Sales Tax **(VAT)**.
* Assisted in preparation for Sales Tax Assessment.
* Prepared monthly payment of Service Tax & TDS.

**ACADEMIC QUALIFICATION:**

* Post Graduation (M.Com) from Kumaun University Nainital in 2012.
* Graduation (B.Com) from Kumaun University Nainital in 2010.
* Intermediate from U.K. Board in 2006.
* High School from U.K. Board in 2004.

**PROFESSIONAL QUALIFICATION:**

* MBA (Distance Learning) from Sikkim Manipal University.
* One Year Accounting Course from ICA. (The Institute of Computer Accountants)

**TRAINING AND CERTIFICATION:**

* One Year training under C.A firm from May 2009 to March 2010.

**Well versed with:**

* Oracle 12R, Ramco, Navision, Tally-ERP 9.
* Excellent in MS Office, Internet Explorer, Windows.

**PERSONAL DETAILS:**

Date of Birth : 18th April, 1989

Nationality : Indian

Marital Status : Single

Languages Known : English and Hindi