|  |
| --- |
| CARRIER OBJECTIVE |

To work in a professionally managed organization where I can enhance my skills to the optimum and deliver my best towards the achievement of the organizational goals.

|  |
| --- |
| PROFESSIONAL AND ACADEMIC QUALIFICATIONS |

* Training of FI module of SAP
* MBA (Finance) From PTU, Jalandhar. (2007-09)
* B.Com from AllahabadUniversity, Allahabad.
* 10+2 (Science, Math) from U.P. Board
* 10 (science) from U.P. Board.

|  |
| --- |
| **WORKING EXPERIENCE**  |

1. Currently working as **Credit Management Consultant** since May. 2018 to till date.

**Role & responsibilities:**

* Maintain Collection Tracker daily to access data of customers and group of customers.
* Publishing weekly dashboards to keep an eye on outstanding amounts for more than 90 days for every customer
* Assisting in Accounts Receivable Management, by Reconciliation process of the same
* Ensure timely payment to customer in exchange of goods purchased
* Studying the criticality of liquor industry and how its work
* Coordination with bank to deposit cheque and get credit in account.
* Maintain details of Advance payment of Excise, Import and Breakage
* Prepare templates for RTR entry i.e.- Excise, Import, Cust to Cost transfer etc
* Reconciliation of Excise and Import duty utilization.
* Follow-up and insure all the entries has been done correctly by RTR team.
* Monthly compile and Share data of GST & VAT to the respective team.
* Handling day to day queries of sales team i.e.- Customer balance, bank receipt etc.
1. Worked as Assistant Manager-Accounts since Apr. 2013 to Apr. 2018.

• **Accounting Responsibilities**

* Booking of all invoices i.e. Purchase, Sales, Income & Expenses and Contractor & Running Bills.
* Employees travel advance reconciliation and process of reimbursements.
* Administration of Imprest/Petty cash and Bank Reconciliation.
* Monthly reconciliation expenses and payments of corporate credit cards.
* Managing Bills Receivables & Payables and preparing outstanding report (age wise Analysis report).
* Reconciliation of vendor and customer account.
* Experience of Handling of service tax/TDS/preparation of TDS return.
* Handling Taxation matters of Service Tax & TDS
* Support in preparation of monthly MIS.

**• Payroll Accounting**

* Monthly Salary Processing with necessary adjustments of PF, ESI. Leaves and travel adjustments
* Responsible for generation of Form 16, 16A.

**• Finance Activities**

* Liaisioning with Banks in all matters
* Handling all Banking Activities
* Preparation of cash flow position weekly.
1. (Executive – Finance) on third Party payroll (GI Staffing)fromSep. 2009 to Apr. 2013
* Handling all vendor payments with maintain credit period.
* Ensure no pending bill for more than one month period be in provision
* Coordination with Regional Office
* Checking & Booking of Advertising & Media vendor Invoices
* Making payment of Employees Reimbursements.
* Computing data from various sources & preparation of MIS
* Preparation of Vendor reconciliation, Discussion with vendors
* Process of rent on monthly basis of all rented premises as per agreement and sheet provided by HR team
* Preparation of Quarterly TDS returns data U/S 194C, 194I, 194H & 194J.
1. **(**Finance Executive) on third Party payroll **(Team lease)**from feb.2008 to Sep. 2009.
* Checking & Booking of Advertising & Media vendor Invoices
* Checking of Employees Travel Expenses including Foreign Travel
* Employees Advances Reconciliation
* Quarterly basis Vendor reconciliation
* Intercompany Unit Reconciliation
* Monthly closure: Provisions, AP Review & reconciliation of AP vs. GL etc.
* Handling Payment process through SAP & net banking.
* Handling TDS related work
* Deposit TDS challan every month on time
* Updated TDS challan details in SAP.
* Generate TDS data from SAP & make details on excel, format specified by income tax.
1. **as Assistant accountant**It’s a departmental store of Industrial Instruments. From Nov.2007 to Jan 2008
* Bookkeeping -i.e. Cash Book, Bank Book, Purchase Book, Sales Book, Journal Books and Ledger.
* Preparing Trail Balance, Trading, Profit & loss Account & Balance Sheets.
* Maintain salary sheet of employee, stock details.
* Bank reconciliation.

|  |
| --- |
| TECHNICAL SKILL |

* Good knowledge of Basic Computer Concepts.
* Good command over MS Office (Word, Excel, Outlook & Power Point).
* Knowledge of ODM Online Data Management & Lotus Notes with CIB.
* SAP 640:
* I have done training of FI module of SAP,
* I have more than three year working experience on SAP.
* Hands on experience in AP & GL transaction (line item clearance of vendors &GL, vendor master creation etc.).
* Good knowledge Tally 6.3, 7.2, 9.0 and 9 ERP.

|  |
| --- |
| PERSONAL DETAILS |

* Date of Birth : 17.05.1984.
* Marital Status : Married
* Sex : Male
* Nationality : Indian
* Language Known : Hindi & English

I hereby declare that the above-mentioned information is true to the best of my knowledge.

Date :

Place :(Vivek)