**FUND MANAGEMENT & FINANCE MANAGEMENT**



ANUJ

**E-MAIL:-** anuj-396778@gulfjobseeker.com



**Resolute and Committed Finance Professional offering 24+ years of commendable experience in Finance & Accounting, Cash flow,Financial Reporting, Invoicing, Project Accounting, External Audit, Budgeting, Cost Accounting, Variance Analysis, Receivable/ Payable Management, Liaison with Banks, Payroll, Fixed Assets Management and Internal Control with Organization of repute in Middleast and in India**



**CAREER SUMMARY**

Anuj Singhal brings with him more than 24 years of experience in conceptualizing & implementing financial procedures including Working Capital Management, Internal Financial controls Audits and Costing in Middle east and in India. Proficient in handling all financial operations, payroll, tax functions and preparing reports there-on. Adroit in preparing and reviewing annual budgets, arranging Bank credit facility, business plans and internal projections. Strong qualifications in general management, business planning, system implementation and staff development. Proven ability in improving operations impacting business growth & maximizing profits through cost reductions, internal control & productivity Improvements. Enterprising leader with ability to deal with people across levels and from diverse backgrounds.



**CORE COMPETENCIES**

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|  | **Financial Reporting** | **Financial Systems** | **Variance Analysis** | **Financial Statements Analysis** |  |
|  | **Budgeting & Forecasting** | **General Ledger** | **Cost Management** |  | **Accounts Receivables** |  |
|  | **Accounts Payables** | **Due Diligence** | **Payroll –WPS** |  | **Cash flow Management** |  |
|  | **EMPLOYMENT SCAN** |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  | **FINANCE MANAGER** |  | **JUNE 2008 – Till date** |  |
|  |  |  |  |  |  |  |  |

Drive overall leadership and direction across Financial Operations, Accounting & Internal Controls, Financial Analysis & Finalization, Forecasting, Budgeting and Cash Flow Management



Oversee budgeting and implementation of budgets to monitor progress and present operational metrics both internally & externally



Create consistency in company processes by recommending standardized practices for accounting and finance, inventory management and fixed asset management



Review financial statements and analyze sales revenues, costs, expenses, and tax rates for all business units of the company



Collect and compile simple financial information to prepare accurate and timely financial reports and accounting statements for senior management. These reports may include profit and loss statements, balance sheets, depreciation statements, cash flow, payment schedules, regulatory reports and filings Reconcile accounts, post journal entries, and maintain a complete and accurate general ledger in accordance with accounting principles and reporting schedules so that the organization has a full and accurate statement of its financial position.



Managing timely review the internal control and procedures of Group to ensure no revenue leakage along with strengthen the internal control.



Liaise with banks for renewal of banking credit facility (as per business requirement for growth), reduction of interest rate and negotiation for securities.



Evaluate & manage departments with the help of MIS, manage capital request and budget processes Handled preparation of report against external auditor note, monthly finance report, Inventory status report and fixed asset schedule on monthly basis



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|  | **PIXEL DIGITAL SYSTEMS LLC** |  |  |  | **Sr. ACCOUNTANT** |  |  |  | **JUNE 2005 – MAY 2008** |  |
|  |  |  |  |  |  |  |  |  |  |  |

Monitor financial performance of projects and review all project transactions for accuracy and completeness, ensure that cost and revenue are recognized properly



Preparation of books of accounts up to finalization. Preparation of Financial Statements i.e. Balance Sheet, Income Statement, Cash Flow Statement etc.



Ensure accounts payables and receivables are processed accurately, efficiently and in a timely manner. Ensure compliance of accounting activities with international and local accounting standards. Journalize and record all accounting transactions (Preparation of Journal Vouchers, Cheque Vouchers) Preparation of debtors and creditors ageing reports ; Schedules for Employee Costs Provisions ; Bank Reconciliation Statement; Cash Flow Statements (Actual and Forecast); Fixed Assets Schedule and Depreciation Schedules;



Evaluate & manage departments with the help of MIS, manage capital request and budget processes. Perform budget forecasting and working closely with operations and Sales teams in analyzing margins, variances and cost analysis



Perform effective cash flow management with projections mainly through control of receivables compliance with local statutory requirements.



Maintain and balance subsidiary accounts by verifying, allocating, posting, reconciling transactions and resolving discrepancies.



Keep detailed record of all the account details right from general ledger entries to maintaining balance sheet to ensure all financial reporting deadlines are met.



Reconciling account balances and bank statements, maintaining general ledger and preparing month-end close procedures.



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|  | **PREVIOUS ASSIGNMENTS** |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Modern Group of Companies, Haryana, India |  | Executive (Accounts & |  | Mar 1998 – Mar 2005 |  |
|  |  |  | Computer) |  |  |  |
|  | Modern Group of Companies, Haryana, India |  | Computer Operator |  | Jan 1995 – Mar 1998 |  |
|  |  |  |  |  |  |  |



 **SCHOLASTIC**

M.Com (Master in Commerce) from Ch.Charan Singh University Meerut in the year 1995.



Post Graduate Diploma in Business Administration(Finance) from Symbiosis, Pune, in the year2017 Certificate of Computer Course from IGNOU in the year 1999



Post Graduate Diploma in Computer System Management from Uptron Acl, Saharanpur in the year 1995



Diploma in Business Administration from The Institute of Management Studies, Saharanpur in the year 1991.



 **PERSONAL DETAILS**



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| --- | --- | --- | --- | --- | --- |
|  |  | **Nationality** | Indian |  |  |
|  |  |  |  |  |  |
|  |  | **Date of Birth:** | 01 – 07 - 1970 |  |  |
|  |  |  |  |  |  |
|  |  | **Driving License** | Valid UAE Driving License |  |  |
|  |  |  |  |  |  |
|  |  | **Marital Status** | Married |  |  |
|  |  |  |  |  |  |
|  |  | **Languages Known** | English & Hindi |  |  |
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 **DECLARATION**



I hereby declare that all the information furnished in this document is true to my knowledge and belief

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**ANUJ**

