

Seeking middle managerial level assignments in Finance & Accounts with an organization of repute.

#### **PROFILE SUMMARY**

- A focused professional with more than 13 years of experience in:
  - ~ Finance & Accounts
  - ~ Bank Reconciliation
  - ~ Receivables & Payable Management
  - ~ MIS Reporting & Documentation
  - ~ Statutory Compliance
  - ~ Cost Control Management
  - ~ RBI Compliance for Import & Export through IDPMS & EDPMS
  - ~ Import & Export
- Proficiency in managing financial accounting, receivables & payables management, preparing ledger books, bank reconciliation statements, working capital management and MIS reports to providing feedback to top management
- Strong analytical & organizational abilities with adeptness in formulating accounting systems and preparing accounting records/financial statements
- Adept at streamlining working procedures, formulating cost effective solutions for enhancing accounting operations
- An effective communicator with excellent relationship building & interpersonal skills

#### **AREAS OF EXPERTISE**

- Managing finance functions involving determining financial objectives, designing & implementing systems & procedures to facilitate internal financial and process controls
- Maintaining statutory books of accounts viz., journal, ledger, cash book and subsidiaries and ensuring on time compliance of accounting standards
- Compiling & analysing financial information for preparing entries, documenting transactions and establishing & coordinating implementation of accounting control procedures
- Monitoring preparation of statutory books of accounts, bank, intercompany & party reconciliation and consolidating reports in compliance with time & accuracy norms
- Supervising inflow / outflow of funds, taking adequate measures to ensure optimum utilisation of available funds towards accomplishment of organisational objectives
- Evaluating internal control systems / procedures, preparing audit points, and implementing necessary recommendations
- Preparing the MIS Reports, reconciliation statements of GL Analysis, Debtors & Creditors Reconciliation, and other financial reports to keep track of financial performance

#### **WORK EXPERIENCE**

**Since Mar'20 associated with adidas India Marketing Private Limited, Gurgaon as Sr. Executive Finance**

##### **Responsibilities:**

- Conducting review and processing of vendor bills and making Payment as per Credit period & MSME vendors as per timelines
- Participating in monthly & yearly closing of books including preparing schedule of expenses & provisioning.
- Spend analysis as comparison to budget by GL & Cost Centre level on monthly basis.
- IDPMS (Import Data Processing & Monitoring System) data dashboard preparation for Open BOE (Bill of Entries), partially open BOE & Open ORM (Outward Remittance Messages) Reports, review & closure of open items with Bank & other stake holders
- EDPMS (Export Data Processing & Monitoring System) data dashboard preparation for Open Shipping Bills, Open IRM (Inward Remittance Message) & Open FIRC (Foreign Inward Remittance Certificate) Reports, review & closure of open items with Bank & other stake holders
- Import open items in SAP review & its follow-up for payment.
- Export open items in SAP review & its follow-up for collection.
- Monthly review on Advance settlement, Open PO tracking, Pending GRN Reports,
- Preparation of intercompany dashboard, reconciliation & circulated as per timeline.
- GR/IR accrual working for both adidas & Reebok entity.
- Variance analysis on account of COSV provisioning for Custom Duty & Freight. To verify & analyse BL data for prev. months on sample basis & suggest any extraordinary variance
- Security Deposit Schedule Review, Audit Movement & Provision review on monthly basis.
- Ensure compliance with all RBI related regulations for Imports and Exports.
- Data compilation for submission in DGFT for MEIS (Merchandise Exports from India Scheme) & SEIS (Service Exports from India Scheme).
- Controlling parameters setup and changes and create new profit centre, cost centre & internal order/Investment orders
- PO Creation in Ariba Network for Reporting Team.

**Accomplishments:**

- Key user in Ariba automation process for India & its UAT Testing
- Accelerated the quarterly reconciliation process for vendor accounts by measuring all advances
- Key user in Inbound electronic freight billing process, automation is under process

**September'14 – Feb'20: Carlsberg India Private Limited, Gurgaon as Sr. Executive Finance****Responsibilities:**

- Conducting review and Processing of vendor bills (HR, Admin, IT & Legal, Rental) and making Payment as per Credit period
- Payroll accounting for PAN India along with necessary provisions monthly i.e., Gratuity, Leave Encashment, LTA, Medical PLI etc.
- Performing Review and Processing payments of RM/PM/Contractor/other service vendors for across 7 manufacturing units and 3 Co-Packers.
- Performing review and processing employee reimbursement on a fortnightly basis.
- Provision working of admin. and all employee expenses monthly.
- Reconciliation of inter-company transactions and monthly issuing debit notes to related Company.
- Monthly and weekly fund planning through cash flows.
- Ensuring timely deposit of PF/ESIC/ Professional tax/Labour Welfare dues monthly
- Participating in monthly & yearly closing of books including preparing schedule of expenses & provisioning.
- Booking of payroll cost and reconciliation monthly.
- Spend analysis as comparison to budget by GL & Cost Centre level on monthly basis.
- Coordinating with auditors internal & external to resolve audit issues and improve control environment.
- Helping in budget Preparation for Admin. opex with business partnering of stakeholders.

**Accomplishments:**

- Instrumental in developing monthly ageing wise automated report as a measure to monitor payables on a weekly basis
- Cost Control by reviewing of Actual v/s Budget analysis on regular basis.
- Host to Host Payment automation in Navision to streamline payment process.
- Auto bank reconciliation process automation for auto bank entries posting in Navision
- Pivotal in regularization of employee and account reimbursements.
- Pivotal in removing of Petty cash transactions from Carlsberg

**June'09 – August'14: Shree Shyam Pulp & Board Mills Limited, Delhi as Accounts Executive:****Responsibilities:**

- Processing of Various payments (vendor, employees, suppliers) through Cheques and NEFT
- Monthly Closing (Units and inter-company reconciliation)
- Developed outstanding reports after receiving of payments on a regular basis
- Performed deductions of TDS on vendor payments basis the nature of payments for Admin Expenses.
- Maintained documents for filling TDS & Service Tax monthly
- Verified and processed travelling bills of employees

**EDUCATION**

- PGDBF (MBA) in Banking & Finance Specialisation from Symbiosis Centre for Distance Learning in 2014.
- B.Com. from Delhi University, in 2006
- 12<sup>th</sup> from Air Force Sr. Secondary School, Delhi in 2003
- 10<sup>th</sup> from Air Force Sr. Secondary School, Delhi in 2001

**IT SKILLS**

Application Packages: MS Office, MS Excel, MSWord,  
Financial Software: SAP SE, Microsoft Navision (ERP) Programme, Ramcos 3.6 (ERP) Programme, Busy.

**PERSONAL DETAILS**

Date of Birth: 05<sup>th</sup> August 1984  
Languages Known: English, Hindi, Nepali  
Marital Status: Married