

## *APPROACH*

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To provide sound financial direction in each & every way to ensure confidence, growth, savings & profitability of organization.

## *WORK EXPERIENCE*

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### **1. HCC-VCCL Joint Venture – DMRC Ph-IV**

HCC-VCCL in a joint venture, awarded the civil construction package of DC-06 of Phase IV project of Delhi Metro Rail (Rs.489 crores) at Vikaspuri, Delhi. The scope is of Design & Construction of Twin Tunnel by Shield TBM, Cut & Cover Tunnel Box, Underground Ramp & Station with Entry/Exits & connecting subway.

**Designation:** Retainer (Manager Accounts)

March 2020 to December 2020

### **2. AYKON GLOBAL LLP**

Aykon Global is the marine & engineering company offering unparallel range of services within the maritime industrial sectors like Operational activity, Hull cleaning, Technical & Post-fixture management etc.

**Designation:** Manager Accounts – Navi Mumbai

June 2019 to September 2019

### **3. BAINBRIDGE NAVIGATION PRIVATE LIMITED**

Bainbridge Navigation is an Indian Company in Sea freight transportation business and having office in Noida. BB Nav is an operator & owner active in dry bulk segment. It offers customized and efficient freight solutions to their client in shipping logistics.

**Designation:** Manager Accounts – Noida

June 2018 to May 2019

### **4. GEODATA INDIA PRIVATE LIMITED**

GDPL is a subsidiary of Italian company Geodata Engineering S.P.A. Geodata is a geo-engineering company engaged in designing and construction supervision of Tunnels, Railway, Metro, Highways, dams and hydroelectric plants projects.

**Designation:** Deputy Manager Accounts - Delhi

October 2017 to April 2018

### **5. COASTAL PROJECTS LIMITED**

Company is one of the major EPC Company of India, having interest in Tunnel projects, Highways, Metro rail, Thermal power, Hydro power, etc. I was based at one of their Hydro Power construction projects (Rs.467 crores) at Langang, Gyalshing (West Sikkim); BRBC Tunnel project (Rs.796 crore) at Katni (MP) and North Regional Office in Noida (UP).

**A. Designation:** Sr. Assistant. Manager Accounts (Joined as Assistant Manager)

June 2012 to April 2017

**B. Worked as Retainer**

May 2017 to July 2017

### **6. SUNIL K GUPTA & ASSOCIATES (CA FIRM)**

An Indian Chartered Accountant firm based in Daryaganj Delhi, providing all sort of CA services related to accounting, audit, income-tax, service tax/VAT, company law matters, financial services, import-export consultancy etc.

**Designation:** Senior Account Officer (Joined as Accounts Officer)

January 2009 to May 2012

## **7. HDFC BANK (BANK HOUSE)**

**Team Leader - Delhi**

*September 2008 to December 2008*

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### ***KEY RESPONSIBILITIES***

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#### **Management & Financial Reports**

- Prepared monthly financial reports including Fund Flow Statement, Bank Reconciliations, Aging of Debtors & Creditors statements, Inventory Reconciliation & Inter-company reconciliations.
- Prepared weekly & monthly expenditure report.
- Prepared Quarterly & Half-yearly P&L of the handled projects.
- Analyzing, monitoring & interpreting financial performance of the company and advising Senior Management on trends & measures.
- Reporting to JV Board Members, Managing Directors and Stake holders.

#### **Budgets & Performing Budgetary Control**

- Prepared monthly, quarterly & half-yearly budgets.
- Prepared Fund flow and ensuring it has appropriate funds for smooth running of business and new business investments.
- Analyzing actual performance against budgeted performance and interpreting the variances.

#### **Banking & Working Capital Management**

- Prepared cheque requests or NEFT/RTGS for approved bank payments.
- Liaising with Head Office to facilitate bank transfers for scheduled transactions.
- Validation of all Accounts Receivables and ensure they are banked.
- Bank signing & verifying authority of handled projects.

#### **Internal & External Audits**

- Facilitating auditors to gain access to all necessary areas within the company & get satisfactory explanation as they may require.
- Availing all documents and explanations required for during periodic Internal audits.
- Liaising with Head Office/Regional Office for provision of documents and information during any statutory audits.
- Implementing recommendations given by the auditors.

#### **Tax Planning (Direct/Indirect)**

- Verifying TDS of Sub-contractor, Consultants, Professionals & Employees are deducting accurate.
- Preparation and Filling of E-TDS/TCS returns.
- Issuance of Form-16/16A.
- Sales Tax/ VAT return filling & Audit of the handled project of Sikkim & MP state.
- Coastal Projects Limited GST migration of Sikkim state.
- GST monthly calculation, preparation & E-filling of returns. (*GSTR-1 & GSTR-3B*)
- GST monthly, and yearly reconciliation with GSTR-2A/2B.
- Planning and making Tax & Statutory payments. (TDS/GST/PT/EPF/Corporate Tax)

#### **Finance & Accounts Daily Tasks**

- Review & validate entries to the general & subsidiary ledger to assure accuracy & compliance with the company's established accounting principle.
- Validating transactions posted by the Accountant & Store manager.
- Verifying all Accounts Payable and Accounts Receivable
- Verifying Cash/Bank balance of business & signing the monthly Cash/Bank balance certificate.

- Making any official negotiations on behalf of the company in liaison with the Head Office.
- Controlling monthly payroll and ensuring all employees are paid promptly.
- Work effectively as a team member, sharing responsibility, providing support, maintaining communication and updating senior team members on progress.
- Risk management to ensure the business has solid risk framework in place.
- Signing of official documents before release to third parties.
- Maintaining a detailed Fixed assets register including depreciation accounting of assets.

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## ***EDUCATION***

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- **MBA Finance 2006-2008**  
Institute Of Management, Kolhapur (Bharati Vidyapeeth University)
- **Bachelor of Commerce (2002-2005)**  
B.S.A College Mathura (Dr. Bhimrao Ambedkar University)

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## ***KEY SKILLS***

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- Budgeting & Financial Management.
- Costing & Integration Planning.
- Advanced Financial Analysis.
- Quantitative & Qualitative Analysis.
- Financial Modelling.
- General Accounting & GAAP Compliances.

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## ***WORKSHOP ATTENDED***

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- GST Annual Return Filling workshop by CA Rajeev Khandelwal in year 2019.
- GST Introduction workshop by Sikkim state GST department in year 2017.
- GST Return filling workshop by Sikkim state GST department in year 2017.

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## ***PERSONAL DETAILS***

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Full Name	: Hunny Grover
Father's Name	: Sh. V.K. Grover
Date of Birth	: 28-March-1985
Gender	: Male
Nationality	: Indian
Present Address	: 62-D, Regal Apartment, Shipra Suncity, Indirapuram, Ghaziabad

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**(Hunny Grover)**