

Cover Letter

I am B.Com.(Pass) & MBA in Finance with decent knowledge & experience in different areas of Accounts (Example Payable, Receivable, General & Treasury Accounting), Finance/Financing from financial institutions, Taxation (Direct & Indirect), Costing, Budgeting & MIS generation. During my work experience in different organisation I got exposure in different areas of accounting i.e. day to day accounting & month end closing, costing, budgeting, Direct & Indirect taxation, Liaisoning with Sales/Service/Excise/Income tax, PF/ESI, any other govt/non govt Authorities (STPI, DGFT etc). Apart from day-to-day accounting, I am also have the exposure of liaison with banks for Import/Export documentation, Availment of Fund base (Overdraft, Pre & post shipment) and Non-fund base (Bank guarantee, Letter of credit etc.) limits, Keeping track of limits, Term/Project Loan, CMA date for annual renewal of limits with banks. I am looking for change in same field for my future growth. In my professional experience I worked on Financial platform/software packages like Tally ERP, Tata EX, SUN ERP & SAP-FICO.

Presently I am working with a CA Firm since June 2017. I am looking for job with open mind & ready to relocate.

Thanks & best regards

Sushil Shukla

Curriculum Vita

SUSHIL KUMAR SHUKLA

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07982703042

Qualification

Educational

- :** B. Com (Pass) from Delhi University & MBA in Finance from IGNOU
- :** Advance Diploma in Computer & System Management from *ACL UPTRON* Green Park, New Delhi

Package Knowledge

- :** Tally, Tata EX, and worked on SUN ERP & SAP FICO Platform in “InterGlobe”

Experience

Last Job

- :** Worked as *Assistant Manager-Accounts & Finance* with “*SAAN Global.*” C-56/18, Institutional area, Sector Sector-62 NOIDA, from 24th February 2014 to 23rd May 2017.

Job Profile

- :** In *SAAN Global* I am handling Purchase Accounting & Sales Invoicing on SAP-One Business, Excise & VAT Mater and AED refund.

Company Profile

- :** *SAAN Global* is partnership firm with 140 caror in FY 2016-17. The firm is Dealer & Importer of chemical representing MNC like Momenitive, Huntsmen and Milliken etc. serving different industries like Foam, Adhesive, footwear, Agriculture etc.

Previous Job 1st

- :** Worked as *Assistant Manager-Finance* with “*SKAN DbyDx Software Pvt. Ltd.*” A-107B, Sector -58 NOIDA from 16th January to 12th October 2012.

Job Profile

- :** In *DbyDx* I am heading Accounts & Finance Dept. with two team members. I have to supervise/guide in day to day accounting. Deduction, Deposit Filling TDS Return. Service Tax charging, Avail Service Tax Inputs, Deposit & Filling of return. Issue of Inward Challan, “C” forms To vendor, Monthly and annual Return under UP VAT. Payroll processing, calculation, deduction & deposit of TDS on Salary. Issuance of 16 to employees & vendor. PF calculation, deduction, deposit and filling monthly & annual return. Liaison with STPI regarding Softex, MPR & APR. Monthly MIS, Annual Budgeting, Costing Liaison with Auditors for Statutory, tax, IT Scrutiny & Assessment cases.

- Company Profile** : *SKAN DbyDx* is moderate size growing Software solutions & Applications development for Mobile to Domestic & International Clients with annual turnover of Rs.15 corors.
- Previous Job 2nd** : Worked with “*InterGlobe*” Group from 26th Sept’2006 to 31st July 2010 as *Sr. Executive-Accounts & Finance* (“*Interglobe Technologies Quotient Pvt. Ltd. & IGT Solutions Pvt. Ltd.*”) at 2B, DLF Corporate Park, MG Road, Gurgaon
- Job Profile** : I started with taxation dept. where I have responsibility of timely deposit of TDS, Sales, WCT & service tax and filling of returns, avail CENVAT credit. Issue TDS & WCT Certificates. From April’07 I am looking after Vendor Payable dept. where I have to check bills & request for advance forward to us by different dept. & branches for payment, raise queries to concern dept. Check CAPEX/OPEX/Agreements and ensure SLA & TAT for processing payments are meet by team, Check the voucher i.e. correctness of head arithmetic accuracy, whether Statutory deduction like TDS, WCT & ESI deducted if any applicable. Forward payment advice to Treasury Dept. for making payment to vendors. Keep the check on Vendor ledger. Follow up for bills against Advances to vendor. Settlement Travel Imprest of Employees and staff reimbursement. Provide detail to General Account Team, Internal & Statutory Auditor
- Company Profile** : *IGTS* is a company of 1500 Crore “*InterGlobe*” group The group engaged in Air Ticketing, Air Cargo, BPO’s For Airlines, Software solution to travel industry, Hotel & Hospitality, maintaining “*Galileo*” CRS Software Group having own airline called “*IndiGo*”. *IGTSPL* is engaged in providing Software Solutions & BPO Services to National & International Airline Industry like KLM, United, Srilankan Airline & Air India
- Previous Job 3rd** : Worked as *Sr. Accounts Executive* with *NetEdge Computing Solutions Pvt. Ltd.* A-14, Sec.7, Noida from April 2004 to September 2006
- Job Profile** : In *Netedge* I have to look after day to day Accounting liaison with bank, filling SOFTEX forms, Monthly, Annual returns filling with STPI. PF, TDS & Service Tax Deposit & return preparation of MIS & fund report, Payroll Processing

- Company Profile** : *NetEdge* group engage in providing Software & Technical services as per customer requirement. Net base BPO and other services relate to computer sector. Group having clients in US, UK, Thailand, Indonesia
- Previous Job 4th** : Worked as *Sr. Accountant* with *Sara International Ltd.* A-31, Houz Khas New Delhi from January 1998 To March 2004
- Job Profile** : In *Sara Int. Ltd.* I have to Looked after day to day accounting, liaison with banks regarding export/import documentation, Bank Guarantee & L/C opening, availing of different types of credit limits etc., keeping track of limits, preparation of MIS & fund report. TDS & Advance tax deposits. Assisting in finalization of bank limit proposal & balance sheet, Sales & IT Work. Central excise Knowledge
- Company Profile** : *Sara Inter. Ltd.* is a govt. recognize export house engage in field of agro steel product textile & handicraft with annual turnover of 310 crore
- Previous Jobs 5th** : Worked with *Perfect Relations (P) Ltd.* 2/9B, Jungpura New Delhi as *Accounts Assistant* from April 96 to December 1997
- Job Profile** : In *Perfect Relations (P) Ltd.* I was handling cash, Making vouchers, entry in Tally, making BRS & other general accounting work liaisoning with bank
- Company Profile** : *Perfect Relation (P) Ltd.* is a leading public relation firm engage in image& goodwill building of clients through media, conducting seminar, press conference & direct public contact. The firm having more than 200 clients which includes corporate houses, MNC's & NGO's
- Previous Jobs 6th** : Worked with *K. Prasad & Co* (C.A. firm) C-31, South Ext. – I, New Delhi as *Audit/Accounts Clerk* from June 95 to March 1996
- Job Profile** : In *K. Prasad & Co* I generally did Audit work which includes vouching Stock verification, checking of PF ESI, TDS & Advance Tax Deposits and assisting in finalization of Accounts
- Company Profile** : *K. Prasad & Co.* is a C.A. firm Mainly engage in Internal, Statutory & Tax Audit. The firm having over 30 clients like Salora Iner., National Panasonic, Supreme Indus., Nippo & Ganpati Exports etc

Personal Details

Father's Name : Late Shri S. C. Shukla

Date of Birth : 2nd August 1971

Address : House No.1189, Sector – 13,
Vasundhara,
Ghaziabad-201012 (UP)

Sex : Male

Nationality : Indian



Date : (SUSHIL KUMAR SHUKLA)

References :

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| 1. Mr. Sumit Garg, CA & CS
Head of Finance
IGT Solutions Pvt. Ltd., Gurgaon
(M) 9910401456 | 2. Mr. Manoj Bansal-CA
Practicing in Delhi-NCR
(M) 9999944655 |
| 3. Anand-Manager-HR & Admin
SAAN Global, NOIDA
0120-4031000 | 4. Naveen Pathania-GM Non-Opérations
SAAN Global, NOIDA
0120-4031000 |