

# SANJIV BHARDWAJ

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*An accomplished Mid – level Professional offering a gratifying career span of more than 2 decades. Sound understanding of 'Indian Accounting Standards', known for outstanding work performance and taking initiatives and envisioning new concepts in all organizations associated with. A honed multi tasker, with proven dexterity in Finance, HR and Admin related functions*

## Abridgements

- ❑ Working with **Sethi and Associates** (Business & Taxation services) as **Accountant**
- ❑ Spearheaded as **Operations Manager** with **Austrade, Australian High Commission**. **Exposure in managing wide spectrum of finance, accounts and allied activities** encompassing general accounting, payroll management & admin
- ❑ **Implementing systems/ procedures** and enhancing overall efficiency of accounting for the organization
- ❑ **Superior interpersonal dynamics** interface seamlessly with peers and management
- ❑ Computer savvy with **profound expertise and exposure in Tally, SAP and MS Office**

## Academic Credentials

- Diploma in GST-The Institute of Professional Accountants-2018
- 3 Year Part Time Post Graduate Programma in Management (Equivalent to MBA) – IMI - 2003
- PG diploma in Business Administration from Annamalai University - 1996
- B.Com - Delhi University with distinction in Financial Accounting

## Proficiency Matrix

◆ *Payables / Receivables Management*

◆ *Payroll Management*

◆ *Administration*

## Functional Skillsets

### Finance & Accounts:

- Preparation of fixed asset register, reconciliation statements and consolidated reports in compliance with time and accuracy norms
- Managing Vendor Payments

### Accounts Payable:

- Maintaining MIS reports and evaluating them or facilitating decision-making process for top management

### Auditing & Budgeting:

- Coordinating with internal & statutory auditors for conducting audits
- Formulating budgets to determine difference between projected & actual results and implementing corrective actions

## Career Contour

**Sethi and Associates**

**Accountant**

Sep 2020- Current

### Accountabilities:

- ↳ Maintaining Books of Accounts of various Clients on Tally ERP 9
- ↳ Assisting in filing of GST returns and Income Tax returns for Clients
- ↳ GST reconciliations

**Austrade, Australian High Commission**

**Operations Manager**

Oct' 2005 – Nov' 2017

**Accountabilities:**

- ↳ Proven expertise in managing the entire process of accounts payable with an authorization upto AUD 10,000 per transaction
- ↳ Planned and scheduled payroll activities ensuring timely processing
- ↳ Managed payroll functions such as generating & computing monthly salaries, reimbursements, PF etc. in coordination with respective departments
- ↳ Developed and maintained documentation, pay-slips and controls for all payroll related activities and attaining approvals on consolidated salary advice
- ↳ Forecasted and prepared annual marketing and operational budget
- ↳ Cemented healthy relationships with PWC and Australian National audit office
- ↳ Played a pivotal role in preparing annual fringe benefit tax returns of Australian staff
- ↳ Thorough dexterity in accounts receivable management
- ↳ Acted as focal point in responding to budget and finance queries and advise on policies and procedures.
- ↳ Maintained inventory of all fixed assets and completion of asset stock take
- ↳ Assisted in formulation and testing of business continuity plan for office
- ↳ Coordinated with legal, risk and procurement department in Australia for clearance and execution of contracts
- ↳ Selected the most deserving candidate and managing the post-selection activities such as generation of offer/ appointment letter, induction, etc.
- ↳ Thorough expertise in representing Austrade in various Committee meetings of High Commission
- ↳ Rendered full support of Australian staff in relocation and their induction in new Delhi office
- ↳ Mentored and trained finance / admin new joiners about company policies etc.
- ↳ Donned in bank reconciliation and perform a dual role as a bank signatory

**The Attainments:**

- ❖ Conferred 'Valued Service Award' in recognition of contribution & 10 years of service at Austrade, New Delhi
- ❖ Bestowed with 'Clean audit award' in 2006-07
- ❖ Resourceful in conversion of 95% transactions on electronic banking platform of a specific region

**Past Assignments**

**Usha Shriram**

**Commercial & Accounts Officer**

June' 2005 – Sep't 2005

**The Accountabilities:**

- ↳ Demonstrated excellence in executing payroll activities in the organization
- ↳ Maintained and managed imprest accounts of individual staff
- ↳ Dealers management
- ↳ Liaised with bankers for various operations

**The Attainments:**

- ❖ Exceeded management's expectations, got absorbed by the organization well before due date of confirmation

<b>Victor Group</b>	Executive (F & A)	March'2000 – June' 2005
<b>Punj Lloyd Limited</b>	Assistant Grade-1	Aug'1994 – March'1997

### Personal Snippets

- **Date of Birth:** 12<sup>th</sup> March' 1971
- **Marital Status:** Married
- **Personal Interests:** Travelling
- **Address:** Flat No. 415, third floor, Metro View Apartments, Sector 13 B, Dwarka, Delhi - 110078
- **Linguistic Abilities:** English, Hindi and Punjabi