

ACCOUNTS MANAGEMENT

About Me: Accomplished Accounting Professional, with around 12 years of experience in monitoring and analysing various operational and financial aspects of an organization to facilitate sound business decision making, providing value-added results
Deft at handling and managing overall accounting operations including preparation and finalization of various accounts and statements, evaluating existing systems and procedures as well as generating reports

Around 12 years of excellence: Transaction Management | Accounts Receivable / Payable Management | Inventory Management | Cash Management | Accounting Operation | Auditing | MIS Reporting | Reconciliation | Credit Control Gst| TDS

■ PROFILE SYNOPSIS

Summary of Achievements:

- Proved mettle in Credit control - contacting party to recover the payment in a given time frame (overseas collection and local customer) helping business to reduce debt and costs, fund growth and in outperforming the competition.
- Sent the bills to customer on time for payment within credit terms; important factor of billing portion.
- Ensured timely payments from vendor as per agreed credit terms for enhancing Company reputation and goodwill.
- Reconcile Ledger of all Debtors and Creditors a/c- for good relationship between vendor and company reconciliation is very crucial.

Brief Overview:

- ◆ Result-oriented professional with experience in driving revenue growth, building credibility and enforcing compliance to industry regulations.
- ◆ Detail oriented professional, rich experience in charting out discrepancies in figures and numbers; adept at the implementation and management of financial & accounting systems and procedures.
- ◆ Deft in maintaining financial health & unit's financial situation to avoid occurrence of any unintended deficits; ability to ensure that all financial decisions & transactions comply with applicable accounting standards, policies & guidelines.
- ◆ Track record of ensuring compliance with accounting standards & procedures along with reconciliation & finalization of various accounts within pre-set time deadlines.
- ◆ Good understanding in collating and interpreting financial data for determining the financial performance of various organizations coupled with the ability to organize information and communicate in a clear and useful manner.
- ◆ Displays a reasonable level of numeracy with a high standard of personal integrity and decisiveness in addition to problem-solving and analytical skills.

Leadership Skills & Personality Traits:

- Bestowed with SMART (Specific, Measurable, Achievable, Result Oriented, Time bound) working approach
- Bi-lingual (English, Hindi) communicator with brilliant collaborative and interpersonal skills
- Strong analytical and problem-solving skills and an ability to manage and prioritize multiple, diverse projects simultaneously
- Multi-tasked in a constantly changing, fast-paced environment while maintaining a high degree of accuracy & quality in work

■ CAREER RECORD

Assistant Manager ▶ Atlas Shipping Services Pvt. Ltd., Noida Since Oct '12
Sr. Assistant Manager ▶ Logvite Solutions Pvt. Ltd., New Delhi Since March '22

Key Deliverables:

Accounts Management:	<ul style="list-style-type: none">→ Review account reconciliation process and ensured adequate security deposit as per company policy.→ Analyse major movements to ensure discrepancies (doubtful receivables) are identified and addressed effectively and manage netting off Intercompany Receivables with Payables.→ Reconcile customer account every month and send statements of accounts on regular basis.→ Oversee monthly capitalization and expenditure of fixed assets and ensure its compliance with company policies.→ Handled the computerizing of Accounting System, Debtors & Creditors accounts reconciliation, TDS Return, Bank, Sales/purchase Accounting, Billing, Brokerage collection
Accounts Payable :	<ul style="list-style-type: none">→ Analyse expenses to ensure they are recorded appropriately and all kinds of Bank Transactions.→ Post transactions to journals, Ledgers and other records.→ Record, post and keep cheques for receipts and payments. Assure proper maintenance of Bank Cards receivables.→ Arranging payments to Supplier.→ Receive, Prepare and scan vendor invoices and process invoices for payment

	<ul style="list-style-type: none"> → Reconcile accounts payable transactions. → Monitor accounts to ensure payments are up to date. → Research and resolve invoice discrepancies and issues. → Maintain Vendors File and Correspond with vendors and respond to inquiries
Accounts Receivable:	<ul style="list-style-type: none"> → Preparation of ageing report for external auditors. → Preparing, Printing and mailing statements. → Follow up and allocation of payments. → Preparation of ageing report for internal auditor manager of fortnight basis. → Updating & entering journals sales revenue and other transaction. → Daily Debtors reconciliations → Resolved Accounts receivable issues with customers. → Obtained credit information on customers → Monitoring credit limits. → Assisted with month-end, Year-end closing. → Investigate and resolve billing and accounts discrepancies. → Manage and resole customer's inquiries. → Keep good relationship with clients. → Assisting internal/ external auditors with queries. → Posting of payment vouchers, receipt vouchers, journal vouchers.
Reporting & Documentation:	<ul style="list-style-type: none"> → Compare and check monthly utility bills and payments. → Prepare and analyse accounting records, financial statements, and other financial reports to assess accuracy, completeness and conformance to reporting and procedural standards. → Generate cash control reports for senior managers for end-of-the-month reviews. → Reporting To Account Manager.
People Engagement:	<ul style="list-style-type: none"> → Maintain effective communication links with clients, banks, and managers regarding accounts available for monthly audits. → Assist clerks and subordinate employees with day-to-day financial and accounting operations.

■ PREVIOUS ENGAGEMENTS

Account Executive ▶ Argus Polymers Pvt. Ltd

May '11 - Sep '12

Key Deliverables:

- Managed all accounting operations by performing a variety of accounting and bookkeeping duties according to established policies and procedures.
- Generated accounting statements and reports and maintained up to date financial records.
- Provided monthly financial and management reports by computing taxes, preparing tax returns, profit/loss statement etc.
- Responsible for suppliers, & intercompany payments
- Reconciliation of bank statement.
- Preparation of payable report, supplier outstanding report, and preparation of reports as per management requirements.
- Develop, implement, Modify, and document recordkeeping and accounting systems, making use of current computer technology
- Ensure pay only the company's bills and invoices those are legitimate and accurate.
- Resolves collection and invoice discrepancy matters.
- Review all invoices for appropriate documentation and approval prior to payment, prioritize invoices according to cash discount potential and payment terms.
- Preparation of cheques and transfer letter.

Key Deliverables:

- Inspected financial statements for accuracy and correct the detected anomalies.
- Ensured assets & liabilities, and profit and loss accounts are in compliance with true financial position of the organization.
- Verified the supporting documents of bills, receipts and reconciliation statements.
- Managed discrepancies within the documents and statements and posted relevant entries to make corrections.
- Computed tax liability of the organization and supported in making tax payments on time.

■ EDUCATIONAL BRIEF

M.Com. (Account and Taxation), University of Allahabad 2011

▶ Uttar Pradesh, India

B.Com. (Accounts and finance), University of Allahabad 2008

▶ Uttar Pradesh, India

Intermediate, U.P. Board, S.I. College 2004

▶ Uttar Pradesh, India

Professional Enhancement: ADCA (Advance Diploma in Computer Application)**Technical skills:**

Ms Office Suite (Word, Excel & Power point)
Accounting Software (Tally), cargo net, cargo wise, Logi-Sys
Internet Application

■ PERSONAL SNIPPETS

Date of Birth: 15th Jun 1986 | **Linguistic Abilities:** English, Hindi**Address:** House No-291, Sector-49, Noida- 201301 NCR (U.P), India**~ References and other documents shall be furnished upon request ~**