



Ambitious and self-motivated individual with 9+ years of professional experience, excellent knowledge of Accounts Receivable and reporting, Advanced excel and working knowledge of Tally, SAP & Salesforce (CRM-Enterprise Module) seeking a challenging position in Accounts and Finance domain.

CURRENT JOB SYNOPSIS	PROFILE SNAPSHOT
<ul style="list-style-type: none"><li>➤ Revenue recognition and booking.</li><li>➤ Intercompany reconciliation and preparation of various reports in relation with the same.</li><li>➤ Monthly GST returns filing along with preparation of reports &amp; schedules in respect of the same.</li><li>➤ Debtors' analysis and management. Keeping controls on overdue payments.</li><li>➤ TDS vs 26AS Reconciliations on quarterly basis.</li><li>➤ Co-ordination with customers for collection and ad-hoc requirements.</li><li>➤ Preparing Volume Discount as per the agreement.</li><li>➤ Assisting in quarterly and yearly audits.</li></ul>	<ul style="list-style-type: none"><li>➤ 9+ years of work Experience in Accounts &amp; Finance.</li><li>➤ Currently working as an <b>Executive-Accounts &amp; Finance</b> in TIM DELHI Airport Advertising Pvt. Ltd. (A TIMES-GMR Group Company)</li><li>➤ Previously worked as "Accounts Executive" in Lemon Learn E-Services Pvt. Ltd. (A Tech support company)</li></ul>

<b>WORK EXPERIENCE</b>	<p><b>Organization : TIM Delhi Airport Advertising Pvt. Ltd.</b></p> <p><b>Organization's Profile: Joint Venture between Delhi International Airport Ltd. &amp; Times Innovative Media Ltd.</b></p> <p><b>Position : Working as an Executive-Accounts &amp; Finance</b> (On Payroll of Adecco India Pvt. Ltd.)</p> <p><b>Tenure : January 2017 to till date.</b></p> <p><b><u>Job responsibilities :</u></b></p> <ul style="list-style-type: none"> <li>✓ Timely raising of all sales invoices from SAP along with verification of proof of display. Reconciliation with operations team for mounting &amp; demounting dates of the campaign. Regular follow up with salesperson for pending PO's.</li> <li>✓ Responsible for posting of month end entries such as Receipt entries, Inter-company billing and Reconciliation, Adjustment entries and closing entries in SAP.</li> <li>✓ Preparation of Debtors Ageing and Customer's Reconciliation sheet to ensure all the invoicing must be accounted in the books of accounts of both parties and to ensure all receivables are collected within the agreed credit terms.</li> <li>✓ Compiles GST data for return filing on monthly basis ensure the accuracy of the same and work closely with the GST consultant to ensure the correct number populated on GST portal.</li> <li>✓ Effectively manage routine GST related matters like payments of taxes, filings.</li> <li>✓ Ensure that all documents pertaining to GST are filed in a secure manner and are easily retrievable.</li> <li>✓ Active participation in Quarterly, Statutory and Internal Audit. Preparation of Revenue v/s Fixed Assets Register Reconciliation, Debtors Confirmation, and other Schedules as per the requirements of the audit.</li> <li>✓ Assisting in preparation of Combined Occupancy Sheet, Dashboard of pending Po's and invoices, Proforma invoices etc. as required by the team and management.</li> <li>✓ Maintain the highest levels of quality in report production and meet reporting SLA's &amp; Identify opportunities to introduce reporting automation.</li> </ul>
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### **Documents and Administrative Assistance**

- ✓ Providing administrative assistance to the team by maintaining proper documentation.
  - ✓ Monitor entries in CRM, ensure to have all the attachment in place, ensure to have all extension entry must flow into the system before execution of the campaign.
  - ✓ Assisting business understanding of risk and compliance matters and ensuring appropriate mitigating actions are maintained and/or implemented.
- Tracking audit recommendations to ensure implementation is achieved against targets.

**Organization** : **Lemon Learn E-Services Pvt. Ltd.**  
**Organization's Profile** : **Leading Tech Support Company**  
**Position** : **Accounts Executive from May'2013**  
**Tenure** : **From May'2015 To Jan'2017**

- ✓ Responsible for day-to-day accounting transactions along with proper documentation of the same.
- ✓ Reconcile all intercompany G/L accounts ensuring all are matching and record corrections.
- ✓ Extracting data and reports to perform bookkeeping for Debtor Management on Tally.
- ✓ Preparing electronically filing of Service Tax & TDS Returns.

**Organization** : **KTS & Associates**  
**Organization's Profile** : **Chartered Accountant Firm**  
**Position** : **Accounts Trainee**  
**Tenure** : **From May'2013 To May'2015**

- ✓ Extracting data and reports to perform bookkeeping on Tally accounting software.
- ✓ Creating invoices for the clients, input vendor invoices in the system. Administering accounts payable, accounts receivable and payroll.
- ✓ Reconciliation of Debtor's and bank accounts ensuring all are recorded properly in the system.
- ✓ Assisting in preparation of Service Tax & TDS Returns.
- ✓ Performing ad-hoc work as per the requirement.

<b>PROFESSIONAL QUALIFICATION</b>	<b>Graduation</b> (Delhi University)	<b>B. Com</b>	<b>2011</b>
	<b>Certifications</b> (The Institute of Computer Accountants)	<b>Certified Industrial Accountant</b>	<b>2013</b>
	<b>Higher Secondary</b> (CBSE)	<b>12<sup>th</sup> (Commerce)</b>	<b>2006</b>
	<b>Senior Secondary</b> (CBSE)	<b>10<sup>th</sup></b>	<b>2004</b>

<b>PERSONAL DETAILS</b>	<b>Address</b>	: E-441, Qutub Vihar Phase-2, (Near Sector-19 Dwarka) New Delhi-110071	
	<b>Date of Birth</b>	: 18 <sup>th</sup> Jul 1988	
	<b>Marital Status</b>	: Married	
	<b>Language known</b>	: Hindi, English	

(*SUNIL KUMAR YADAV*)