

## ACCOUNTS MANAGEMENT

### About Me:

Accomplished Accounting Professional, with around 13 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 13 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:

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

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

## ■ 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 &amp; Power point)

Accounting Software (Tally), cargo net, cargo wise, Logi-Sys

Internet Application

## ■ PERSONAL SNIPPETS

**Date of Birth:** 15<sup>th</sup> 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 ~