

Suresh Rajput

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PROFESSIONAL SYNOPSIS

- ✦ A competent professional with 25 years rich experience in **Finalization of Accounts and Implementation of Accounting in E-Freight suite & SAP** for Freight forwarding, Logistics and Warehousing sector.
- ✦ Acquainted with leadership skills and the ability to delegate tasks and duties to other staff, good communication, listening and customer service skills.
- ✦ An effective communicator with exceptional relationship management skills with ability to relate to people at any level of business and management.

PROFESSIONAL EXPERIENCE

SPJ Cargo Private Limited.: New Delhi

From Mar'2019 to till date

Sr. Manager –Accounts

Job Profile:

- Overall responsibility of accounts for SPJ Cargo Pvt Ltd.
- Audit and Finalization of books of accounts.
- Preparation & Filing Monthly GST returns.
- TDS deposit and filing the returns.
- Collections & Payments- Monitoring and Forecast for collections & Payments on daily basis as well as weekly.
- Monthly MIS to Management for business VOLUME/REVENUE & MARGIN & organization profitability.
- Monitoring on bank reconciliations/Vendor/receivable reconciliations.
- Monitoring on Customer/Vendor KYC & credit terms.
- Co-ordination with software consultant to resolving day to day issues and development of accounting standard and reports.

All-Ways Logistics India Pvt. Ltd.: Delhi

from Dec'2015 to Feb'2019

Sr. Manager –Accounts

Job Profile: Accounts & Administrator for E-freight suite for All-Ways Logistics.

ACCOUNTING, AUDIT AND FINALIZATION OF ACCOUNTS:

- Responsibility of Accounting, Audit and Finalization of books of accounts.
- Monitoring on FDR, Monthly stock statement to maintain CC limit.
- Collections/Payments- Monitoring on Actual Vs. Forecast for collections & Payments on daily basis as well as weekly.
- Monitoring of Timely TDS deposited and filing the returns on their due dates.
- Monitoring of timely Service tax deposited and submission of their returns.
- Overseas remittances-Arrangement of funds for timely payments to our overseas agents.
- Monitoring on bank reconciliations/Inter-companies reconciliations & others time to time require the reconciliations.

E-FREIGHT SUITE:

- Creation of user id and allocation of rights as per their profile.
- Approval & Mapping of Customer/Vendor in E-Freight as per KYC uploaded by operations in master after approved by concern authority.
- Updating of credit terms with the customer.
- Creation of Receipt/payment day book code for Cash/Bank and mapping with the ledger.
- Creation of CHARGE CODE/SUB LEDGER & LEDGER, MAPPING under respective business segment code and GL Account.
- Report of MIS close & Job Close provides to management.
- Customer outstanding ageing reports provides to management.
- Monthly reports of NOS OF SHPT/VOL/REVENUE & GROSS PROFIT provides to management.
- GST Implementation, mapping of GL's code in E-freight.
- Co-ordination with E-freight team to resolve our accounting software related problems/issues
- Implementation of accounting on E-freight suite for new location & subsidiaries companies.

LINFOX Logistics (India) Pvt. Limited: New Delhi
from July'2008 to Nov'2015
Regional Manager-Accounts (North)
Job Profile:

- Heading of Finance & Accounts & Reporting to Finance Manager at Mumbai Corporate office.
- Reviewing of monthly P&L account, monitoring on monthly billing tracking, balance sheet items & reports for North as per required by the Head Office team time to time.
- Monitoring Co-ordination with the Head Office, Timely transfer of funds for smooth operation.
- Monitoring and analyzing Revenue/Cost, detailed scrutiny of Accounts Payable, Accounts Receivable.
- Fixed Asset Accounting & physical verification of assets.
- Checking & authorization of Bank Reconciliation & cash balance confirmation for all sites.
- Statutory audit- Providing required details/documents to Head Office
- Service Tax – Co-ordination with Service tax department.
- Invoicing control, resolving of disputes with customers, Follow-up of Receivables & getting payments timely as well as visit to customer.
- Periodic Visits to Branches & new projects for implementation.
- Accounts staff – monitoring & educate to all North finance team for accounting policies, procedure as rolled out by the management.
- Providing appropriate support, assistance & backup to site accountant as and when required from time to time.

Freight Systems (India) Pvt. Ltd.: New Delhi
From May.'1998 to June'2008'
Deputy Manager-Accounts
Job Profile:

- Heading of accounts for all FSL North locations.
- Directly reporting to Country Finance Manager at Corporate office & Regional Manager-North.

Monthly Reports

- Checking of Job profitability shipment wise/Job wise Export & Import (Sea/Air)
- Preparation of GP & G&A report (Act. Vs. Bud.) on monthly basis.
- Preparation of Cash flow statement on monthly basis.
- Preparation of Monthly no. of shpts/Volume report/Monthly billing/Trade lane wise/Customer wise Gp /Sales person wise Gp.

Audit

- Internal audit - Co-ordination with auditors for routine internal audit.
- Statutory Audit – Preparation and Finalization of Trail balance, Profit & Loss and Balance Sheet.

Statutory Compliances

- Checking of TDS on Salary and advice to Employee's accordingly for Saving and Tax planning
- Quarterly TDS return
- Service tax return.

Budget

- Preparation & Co-coordinating with seniors/department head for annual Administrative & Revenue budget & capital expenditure budget.

Remittances

- Co-coordinating with Central account Cell (CAC) for overseas remittances to our counterpart.

Other reconciliations & co-ordinations

- Maintaining & updating fixed assets register on monthly Basis.
- Looking Lease agreement for north stations.
- Reconciliation of interbranch accounts & other accounts.
- Co-coordinating with Central account Cell (CAC) for funds management and with IT team for CMS problems & solutions.

PROFESSIONAL QUALIFICATION

- One Year Certificate Course in "STORE KEEPING & PURCHASING" & "BOOK KEEPING & ACCOUNTANCY" from Commercial & Secretarial Practice (Delhi Administration) with 1st Division in 1995 & 1998

SOFTWARE SKILLS

- Proficiency in Accounting Packages like Tally 9, E.R.P package developed in E-freight/ SAP.
- Proficiency in MS-Excel, MS-Word, Power point etc.
- Knowledge of Internet, E-mail, Windows 2013

ACADEMIC CREDENTIALS

MBA (Finance)

Maharishi Dayanand University, Rohtak

M.Com

Passed from CCS University.

B. Com

Passed from Delhi University

PERSONAL VITAE

Father's Name : Late Sh.P.D.Rajput
Date of Birth : 21.05.1975
Passport no. : L4682838
Permanent Address: A-190, Jhande Wali Gali, Mandawali Fazalpur Delhi-110092.
Present Address : K-203, Eastern Gates Society, Sector-4C, Vasundhara Ghaziabad UP.
Marital Status : Married
Language Known : English & Hindi
Expected Salary : Negotiable

Date :23/05/2023

Place :New Delhi

(Suresh Rajput)