

Nilesh Singh Bisht

Mobile: 8745910185

Email ID: bishtnilesh1111@gmail.com **Address:** B2/58, Gali No.5, Rajapuri, Uttam Nagar, West Delhi, Delhi-110059



PROFILE SUMMARY

- Capable in managing all accounting transactions, handling monthly, quarterly and annual closings and reconciling accounts payable and receivable.
- Capable of responding to financial inquiries by gathering, analysing, summarizing, and interpreting data.
- Provide financial advice by studying operational issues; apply financial principles and practices and develop recommendations.
- Stay updated with the current financial regulations and accepted practices besides evaluating audit financial transactions and documents.
- Good knowledge of GST and TDS besides basic knowledge of foreign trade policy, DGFT, customs and import & export documentation.

EDUCATIONAL BACKGROUND

- Bachelors in Commerce (B. Com) from Delhi University, in 2020
- Higher secondary from Sarvodaya Bal Vidyalaya, Uttam Nagar, New Delhi, in 2016
- Senior Secondary from Sarvodaya Bal Vidyalaya, Uttam Nagar, New Delhi, in 2014

WORK EXPERIENCE

CEVA LOGISTICS (CMA CGM GROUP)

Jan.2023-Present

Finance operations administrator (Accounts receivable)

- Managed portfolios of over 200 accounts & monitoring processing of invoices; ensuring the timely collection of payments; conducting credit check (CAF).
- Centralized daily reconciliation of sales vs collection reports vs receipts in bank and ensure the operations invoicing are raised accurately and receipts are knocked off against invoices.
- Ensure collections are timely and debtors above allowed credit period are followed up, flagged.
- Conduct debtor reconciliations and flag overdue or disputed receivables for resolution and Reconcile General Ledger accounts related to receivables and invoices.
- Monitor and report business performance parameters, prepare monthly management information systems (MIS) for management decision-making and Ensure compliance with TDS, GST, and other statutory taxes
- Collaborate with Sales, Finance & Operations to improve/resolve queries for Customers.

ASHTBHUIJ MEGA TRAVELS PVT LTD.**Aug.2019-Jan.2023*****Accounts executive***

- Maintaining day to day petty cash records & staff expenses, bills & vouchers besides prepare monthly statements by collecting data; analysing and investigating variances; summarizing data, information and trends
- Maintaining inward & outward remittance of bank. Indian company financial transaction issue like vendor services & import and exports payments when required through bank besides forex banking transaction.
- Helping with accounts receivable, payable and bank statement reconciliation and balance sheet accounts reconciliation besides assisted with research, filling, data entry and recording and maintaining accurate and complete financial records besides checking of form 26as and passing TDS receivable entries.
- Analyse freight from shipping lines/airlines and make record of all department expenses besides billing to foreign party and follow up for timely payment.

SWIFTAIR TRANSPEED PVT LTD.**Feb.2019-July.2019*****Accounts executive***

- Reconciliation of sundry debtors and creditors and updating internal systems with financial data
- Assisting senior accountants in the preparation of monthly/yearly closing besides posting journal entries to ensure all business transaction are recorded
- Review of TDS compliance/tax assessments
- Create and maintain contact with vendors warehouse and customers to ensure timely delivery of goods

RAKESH & JHUNJHUNWALA COMPANY (C.A Firm)**June.2018-Dec.2018*****Accounting intern***

- Calculation & payment of GST and filling of GSTR1,3B and other returns under GST
- Develop and maintain positive working relationship with others; support team to reach common goals; listen and respond appropriately to the concerns of others employees

KEY SKILLS

- MS Office
- Tally ERP
- MS Excel (Intermediate)
- Book keeping
- JD Edwards/Oracle
- DOC FA
- GET PAID(FISGLOBAL)
- CEVA MATIX OFS

PERSONAL INFORMATION

DOB : 05 Nov1998
Gender : Male
Marital Status : Unmarried
Father's name : Mr. Anand Singh Bisht
Languages Known : English and Hindi
Hobbies : Playing Cricket, Listening to music.

DECLARATION

I solemnly declare that all the above information is true and correct, and I bear the responsibility of correctness of above mentioned particulars.

Place: New Delhi

Date:

Signature