

Bhavisha Varma

Manager- Finance & Accounts

A results-driven Account Manager with 20+ years of professional experience, specializing in client relations, strategic planning, bad debts re-covering and Build-up good relationship with clients. Proficient in managing all accounting transaction that includes assets management, payrolls, reconciling accounts payable and receivable. Provide regular updates, respond to inquiries, and address any client concerns in a timely manner. Offer strong attention to detail, multitasking abilities, strength in recognizing, analysing and solving problems.

PROFESSIONAL EXPOSURE: 20 YEARS (APPROX.)

2020- Present	HOD-FINANCE & ACCOUNTS	Panther Logistics Pvt Ltd
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Responsibilities:

- Worked to support sales team and rise against competition. Effectively built and maintained long-lasting client relationships.
- Supervise a team of Accountants. Ensure all accounting activities and internal audits comply with financial regulations
- Maintain record of Contractor's Agreement(KYC) on regular basis.
- Manage the company's financial accounting, monitoring, and reporting systems monthly, quarterly and annual
- Collect past dues, settle payment arrangements, post payment and finalize settlement in a timely manner
- Auditing on Purchase/Sales Registers, outstanding payment receiving & issuing register and relevant books of accounts and Finalization of Accounts.
- Managing collections and aged debt profile targets are achieved, to provide efficient financials and administrative support across in terms of their respective customer base.
- Preparing tax plans and ensuring timely assessment and statutory returns; like Employee P.F/ESIC, TDS, GST, etc.
- Independently handling the all transaction in Accounts as per Company required.
- Co-ordination with branch in-charge regular basis.
- Working with IT person's to developed company own accounting software-TMS
- RECONCILIATION- Customer's, Vendors, Balance Sheet and Profit & Loss.
- Making the Staff's Salary & Director's Remuneration on timely
- Cash/Trip Management (IMPREST) of Staff's or Driver's

2017- 2019	ACCOUNT MANAGER	Indolog Logistics Pvt Ltd
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- Making online payment for Custom Duty.
- Preparing/maintaining the Excel/Tally Data for Sundry Debtors & Creditors in India & overseas and follow up for payment time to time, collect the payment as per their credit terms at earliest.
- Keeping & maintaining Purchase/Sales Registers, outstanding payment receiving & issuing register and relevant books of accounts and Finalization of Accounts.
- **RECONCILIATION**- Customer's, Vendors, Bank, Cash, Balance Sheet and P&L.
- Handle the Overseas Agent & make the **Remittance** by online & issuing from the banks.
- Preparing tax plans and ensuring timely assessment and statutory returns; like Employee P.F & TDS
- Independently handling the all transaction in Accounts as per Company required.

CONTACT DETAILS

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CORE COMPETENCIES

Leadership Abilities
Strong Communication Skills
Indirect Tax
Balance Sheet Reconciliation
Auditing

SKILLS

Language Skills-

English
Hindi
Punjabi

Computer Skills

Microsoft Office, Tally
Logisoft Solutions
TMS (co. owned software)

EDUCATION

Higher Secondary-1997 CBSE Board

B. Com (P)- 2001- Delhi University

CERTIFICATES & AWARD

"IRON PILLAR" Award won on 2023

"Republic Day" participated in 1999

Dance & Sports-Events in School
And College periods & have got
many Honours.

'Roshni Darshan' Newspaper as a
Chief Reporter

2012- 2017**ACCOUNT MANAGER****PDS International Pvt. Ltd.**

- Preparing/Maintaining the Demand Draft and update Excel Sheet for record of D/O & Duty request.
- Making online payment for Custom Duty and Stamp Duty.
- Reporting Agency details to Directors on Daily / Weekly / Monthly basis.
- Preparing/maintaining the Excel/Tally Data for Sundry Debtors & Creditors in India & overseas and follow up for payment time to time, collect the payment as per their credit terms at earliest.
- Cash/Trip Management (IMPREST) of Staff's or Driver's
- Preparation/Checking of Sales Invoices by manually & on Tally as per Quotations.
- Managing collections and aged debt profile targets are achieved, to provide efficient financials and administrative support across in terms of their respective customer base.
- Preparing tax plans and ensuring timely assessment and statutory returns; like
- Employee P.F, TDS, GST, etc. Some time, online submitted the Income Tax dept.
- Making the Staff's Salary & Director's Remuneration on timely.
- To maintain record of Contractor's agreements and ensure to renew on time.
- Independently handling the all transaction in Accounts as per Company required.

2007- 2012**ASST. MANAGER-ACCOUNTS****Signet Freight Express Pvt. Ltd.**

- Preparing/maintaining the Excel Sheet for Sundry Debtors & Creditors in India & overseas and follow up the payment time to time, collect the payment as per their credit terms at earliest.
- Keeping & maintaining Purchase/Sales Registers, outstanding payment receiving & issuing register and relevant books of accounts and Finalization of Accounts.
- Preparation/Checking of all type of Cash / Bank Vouchers by manually & on Tally.
- Managing collections and aged debt profile targets are achieved, to provide efficient financials and administrative support across in terms of their respective customer base.
- Handle the Overseas Agent & make the Remittance by online & issuing from the banks.
- Admitted the Outstanding report, payment collection details, all vouchers and tally back up to the Director on weekly basis.
- Preparing tax plans and ensuring timely assessment and statutory returns; like Employee P.F, TDS, Service Tax, etc. Online submitted the Income Tax dept. on monthly basis. Making the Staff's Salary & Director's Remuneration on timely.
- Exp. For Making Cargo Arrival Notice in CAFFE software / Excel.
- To maintain record of Contractor's Advances and Cheque. Independently handling the all transaction in Accounts as per Company required.

2002- 2005**SR. ACCOUNTANT****EAST WEST LOGISTICS PVT LTD**

- Keeping & maintaining Purchase/Sales Registers, Cash/Bank book, outstanding payment receiving & issuing register and relevant books of accounts and Finalization of Accounts.
- Preparation/Checking of all type of Cash / Bank Vouchers by manually & on Tally. Prepare Invoices on Excel and update on Tally.
- Controlling & update Filling records, general accounting day to day management.

INTEREST

- Meeting with persons to gain their knowledge & life's experiences to grow myself.
- Interested in painting & dancing

PERSONAL

D.O.B- 14TH SEP. 1980

SPOUSE- RITESH VERMA