



# CMA Pradeep Kumar

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## OBJECTIVE

Seeking a position to utilize my skills and abilities in Finance Management that offers professional growth while being resourceful, innovative and flexible.

## SKILLS

- Finance & Accounts, Variance Analysis, Budgeting MIS Reporting, Banking, Accounts Payable, Accounts Receivable, General Accounting, Record to Report (RTR, R2R).

## EXPERIENCE

Apr'23 -  
Till Date

- **Assistant Manager (Finance & Accounts)**  
EGIS India Consulting Engineering Pvt Ltd
  - o Working for Shared service center for Middle East.
  - o MIS reporting as per agreed month end calendar and Coordination with AP and AR teams to ensure related accounts entries get closed.
  - o Preparing General ledger, Journal entries creation and booking.
  - o Managing accounting function and ensuring accurate accounting (Accounts Payable, Accounts Receivable and General ledger)
  - o Performing Internal P/L Account and Balance sheet review.
  - o Fixed Assets Accounting – Capitalization, Maintenance and Reconciliation (FA Clearing & SL-GL).
  - o Identifying the reconciling items and clearance.
  - o Preparing vendor ageing and customer ageing.
  - o Bank Accounting – Bank reconciliation for Expense account and Collection account.
  - o Preparing Inter-company accounting and reconciliations and resolve IC open items.
  - o Support Internal and External audit and timely submission of Audit financials.
  - o Preparing schedule for accruals, prepaid expenses, fixed deposit.
  - o Review & Performing Month End, Quarter End and Year End Close activities.
  - o Execution of various ad hoc financials analysis and tasks as when required.
  - o Handling 3 people team.

Oct'2019  
- Apr'23

- **Sr.Finance Executive**  
Global Indian School Education Services Pvt Ltd.
  - o Working in shared services centre for Singapore and Middle East.
  - o Monthly MIS , GL to GL reclassification entries.
  - o Preparing schedule for Prepaid and Accruals.
  - o Provision & amortization entries for prepaid & accruals.
  - o Fixed Assets Accounting - Capitalisation, Depreciation, amortization & Disposals for assets.
  - o Fixed Assets Reconciliation between GL & Fixed Assets Register.
  - o Working on AP, AR & GL accounting part for various GEO's.
  - o Processing po and non po invoices , 2 way & 3 way matches.
  - o Advance settlement on monthly basis.
  - o PO Clearing on monthly basis.
  - o Monthly review CWIP expenses & ensuring timely capitalisation.
  - o Profit & Loss and Balance sheet items reconciliation.
  - o Preparing vendor ageing report & payment through bank.
  - o Inter company accounting & reconciliation.
  - o Reconciliation for Vendor's and Customers.

	<ul style="list-style-type: none"> <li>o BRS for expenses &amp; collection accounts ,petty cash, Cash in hand etc.</li> <li>o Forex run on monthly basis.</li> <li>o Assisting to the Internal Audit &amp; External Audit team.</li> <li>o Preparing provisions related working and Journal entries.</li> <li>o Other ad-hoc activities as when required by seniors.</li> </ul>
Feb'2019 - July'2019	<ul style="list-style-type: none"> <li>• <b>Accounts Officer</b> Koncept Automobile Pvt Ltd <ul style="list-style-type: none"> <li>o Preparing GSTR -1, GSTR-3B data for GST return.</li> <li>o Reconciliation of GSTR 2A for Input tax credit.</li> <li>o Reconciliation of creditors &amp; debtors</li> <li>o Routine accounting work.</li> <li>o Work related to finalization of account and other day to day accounting work.</li> </ul> </li> </ul>
June'2018 - Feb'2019	<ul style="list-style-type: none"> <li>• <b>Accounts Executive</b> Aimil Pharmaceutical India Ltd <ul style="list-style-type: none"> <li>o Managing day to day accounting.</li> <li>o Part of a team in filling GST Return.</li> <li>o Involved in GST compliance of various vendor payments.</li> <li>o Involved in TDS Compliances for making payment various TDS sections.</li> <li>o Bank Reconciliation, petty cash handling.</li> <li>o Assisted &amp; handled the accounting &amp; taxation matters.</li> <li>o Work related to finalization of account.</li> </ul> </li> </ul>
April'2013 - July'2014	<ul style="list-style-type: none"> <li>• <b>Industrial Trainee</b> Central Warehousing Corporation <ul style="list-style-type: none"> <li>o Making entries of Purchase invoice and sale invoice.</li> <li>o Making entries of debit note and credit note.</li> <li>o Making entries of third parties Payment.</li> <li>o TDS working &amp; service tax compliance.</li> <li>o Bank reconciliation statement.</li> </ul> </li> </ul>

## EDUCATION

Feb'2018	<ul style="list-style-type: none"> <li>• <b>Cost &amp; Management Accountant</b> Institute of Cost &amp; Management of India 53.89%</li> </ul>
Nov'2012	<ul style="list-style-type: none"> <li>• <b>B.Com(P)</b> Delhi University 52.67%</li> </ul>
May'2009	<ul style="list-style-type: none"> <li>• <b>12th</b> Govt Co Ed Sr Sec School (CBSE) 59.20%</li> </ul>
May'2007	<ul style="list-style-type: none"> <li>• <b>10th</b> Govt Co Ed Sr Sec School (CBSE) 69.80%</li> </ul>

## SOFTWARE

SAGE300(Accpac), MyGIIS,  
Outlook, Tally ERP9, Microsoft  
Office, Microsoft Excel, Microsoft  
PPT.

80%

## AWARDS

- GIIS Extra mile award in 2021 and GIIS Star award in 2022.

## LANGUAGES

- English & Hindi

## REFERENCE

- **Sanjay Kumar Choudhary - Global Indian Schools Education Services Pvt Ltd.**  
Deputy Manager  
cmasanjay333@gmail.com  
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- **Rahul Bhandari - Genpact**  
Assistant Manager  
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