

Sanjay Singh

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To secure a responsible career opportunity, where I can fully utilize my training, technical and management Skills, thereby benefiting both the organization and self.

PROFESSIONAL EXPERIENCE / CAREER PROFILE - Finance & Accounts / GST / SAP

Having 15 Years of overall experience in Finance & Accounts (MIS Reporting, Commercial, Banking, GST, Audit, Account Receivable/Payable and Reconciliation, MS-Office, TDS and Income Tax return preparation, Financial Statement Preparation, Service Tax, Sales Tax (VAT), Credit Control and day to day accounting)

EDUCATION QUALIFICATION

Course	Institution	Passing Year
C.A (PCC)	The Institute of Chartered Accountants of India (ICAI)	2012
B. Com(P)	Delhi University (Correspondence)	2011
XIIth	C.B.S.E.	2007
Xth	C.B.S.E.	2005

WORK EXPERIENCE

Currently working as an **Assistant Manager** with **Hindware Home Innovation Limited** since **May 2022**, a leader in Building Products and one of the fastest growing players in the Indian Consumer Appliances segment.

- Providing numerous Bank Reconciliation for company and its divisions.
- Managing Accounts payable functions, including invoice Processing (PO and NON-PO), payments (invoice/advance) and vendor management.
- Booking of LC payments/TT Payments/other advanced foreign payments
- Oversee Vendor Balance Confirmation and timely reconciliation of the same.
- compliance with company policies, financial regulations, tax requirements related to accounts payable, checking correct TDS mapping & GST.
- Preparation of Prepaid Schedule and expense transfer entry monthly.
- Support in books closure activities by ensuring timely and correct provision across heads.
- GSTR 2B reconciliation and resolve differences by coordinating with GST Team and Vendors.
- Preparation of MIS reports-Profit and loss statements, balance sheets, cash flow statements.
- Preparation of Vendor Ageing reports, RPT schedule and working sheet, MSOD and DP calculation.
- Laptop WDV calculation, retirement and Billing to the employees.
- Employee Reimbursement/ Full & Final Settlement payments as per company Policy.
- Quarterly preparation of Forex Working and booking of foreign exchange Gain/Loss
- SAP Asset Accounting (CWIP/Main Assets), Dep Run and managing Fixed Asset in accordance with Company policies and accounting standards.
- Coordination with Statutory and internal auditors for resolving audit queries.

ISL Lifestyle Limited (Jindal Group)-Jan 2021 to May 2022**Assistant Manager-Accounts & Finance**

- Booking invoices, processing vendor payments and collections as well on a timely basis.
- Weekly customer outstanding review and effort to bring back old debtor beyond 90 days by 20%.
- Provide accruals and proposed journal entries for month end reporting.

- Improvement in debtor module to track each segment related customer separately and to assess opportunity lost on weekly basis and MIS of the same to concern business team.
- Reconciliation of Debtors/Vendors A/c and Stores on a timely basis
- Ensure timely closure of month end activities with all Statutory Audit and Limited Reviews.

HSIL Limited (EVOK Brand) Jan 2019 to Sep 2020

Senior Executive

- Matching of Various Collection Reports (Paytm, Amex, HDFC TID, DC/CC EMI, PAYU, CC Avenue) with respective GLs and booking of MSF charges for the same.
- Monthly Bank Reconciliation for company and its divisions.
- Handling the complete team of Cashiers of EVOK stores and timely reconciliation.
- Online Payment of Customer Refund through Payment Gateway Portal.
- Complete Responsibility of Commercial Activities, and Account receivable for Retail stores, Franchisee and E-commerce business
- Verification of Credit Billing and follow up.
- Booking of Service Expenses, Marketing, Purchase Accounting, Overriding Commission, Franchisee Commission, security of invoices and ensure correct deduction of TDS.
- Preparation of Fund Flow Statement and Timely circulation on daily basis for management information

Pankaj Buildwell Limited (Pankaj Group) June 2015 to Jan 2019

Accountant

- Perform real estate accounting operations of commercial properties.
- Provide guidance and recommendations on lease accounting issues.
- Prepare financial statements and monthly reports.
- Review lease escalations and ensure compliance with CAM. tenant rent and utility billing.
- Ensure completeness and accuracy of accounting procedures relating to real estate transactions.
- Monthly Account Reconciliation, Manage Cash Flow and Oversee Employee Payroll.
- Co-ordinate and provide audit-related queries at year-end.

CA Firm (N&A Associates and Pratibha Kailash & Co.) March 2008 to June 2015

Article Trainee & Accountant

- Complete Responsibility of Sales Tax (i.e., Registration, E-filing, relevant Forms, Assessments)
- Online registration of Service Tax, timely deposit of Challan and returns Accordingly.
- E filing of ROC forms and Finalized the P &L and Balance Sheet of various Sole Proprietors, Partnership Firm, Trust and NGOs
- Stock audit of Red bull India Private Limited, Tax audit of NPOs, Hotel Ramhan and Articon Lab Pvt Limited and Statutory Audit of State Bank of India.
- Knowledge of Import Export Code
- Maintaining Purchase Book, Sales Book, Journal Book, Cash Book, Bank Book, Debit Note, Credit Note and other Routine Accounting works and Time to Time Scrutiny of Account Ledgers
- Timely Deposit of Income tax, TDS Challan and returns accordingly.

SAP AUTOMATION PROJ.	COMPUTER PROFICIENCY	PERSONAL INFORMATION
Worked on JV uploader for GL-to-GL transfer Entries and charges booking	Proficient in SAP and Tally ERP	Father's Name- Shri Rajkumar Singh
Worked on Mapping of GL for retail stores	Good Knowledge of MS-office and well versed in Microsoft Excel	Date of birth- 10 th Sep 1989
Worked in automation of GRN, Based on SO and PO in case of Inter unit purchase and Sale		Language Proficiency- English & Hindi
		Marital status: - Married

Place:

Date:

Sanjay Singh