

CURRICULUM VITAE

MANISH KUMAR
Mb: +91-7835870461
Email Id: manishkumar090@gmail.com

linkedin.com/in/manish-kumar-a445b855
Add: B-101/5 Prem Nagar Part-3 Part-1Kirari
Suleman Nagar Delhi-110086

Objective

To secure a challenging position in a reputable organization to expand my learning, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

Keys Skills

IGAAP, Reports, and Preparation of Financial Statement. Also, I had the exposure of Accounting Software in **SAP, Tally Prime, ERP Software** TDS, Excel work and **Compliance with GST (Like GSTR 3B, GSTR-1, GSTR 9)**.

Qualifications

Particulars	Institutions	Examination
Post Graduation	Bharti Vidyapeeth University	MBA-Finance
Post Graduation	Bharti Vidyapeeth University	M.com(F&T)
Graduation	Delhi University	B. Com(P)

Current Employer Profile:

Working with **DR WILLMAR SCHWABE INDIA PVT. 100% Subsidiary of Willmar Schwabe Pharmaceuticals Germany** primary Engaged in Manufacturing of Medicine located at Noida, as an **“Assistant Manager F&A”** from Jun-23 to till date. Reporting to Manager (Finance & Accounts):

Job Profile:

- ❖ Arrangement of Documents for Processing of Remittance out of India for Imports of goods and Services & booking of exchange Gain and Loss.
- ❖ Preparation of Statutory Report of my division like GSTR-3B, GSTR-1 on monthly basis and same to share with reporting Manager.
- ❖ To ensure proper deduction of withholding Tax (TDS) as per nature of expenses and deposit within the stipulated time.
- ❖ Preparation of Creditors Payments Schedule on Weekly basis based on Availability of Funds and priority as per management guidelines.
- ❖ Preparation of MIS and Raising Query from respected department regarding unusual fluctuation of cost.
- ❖ Review of bookings of Expenses in correct GL in SAP as per nature of Expenses and ensure for proper provision done if needed.
- ❖ Checking of Freight and other fixed expenses and ensuring that everything is as per contract done by management.
- ❖ Review of Field Expenses as given by administration department after as per company policy.
- ❖ Booking of Salary Expenses on monthly basis as per profit center and cost center wise and to be ensure proper statutory deductions done.
- ❖ Making Projected Sales and Expenses Forecast on quarterly basis with help of Sales and operation teams and timely review with actual results and same report to the management.
- ❖ To be Ensure properly exhausted the prepaid Expenses on every month.
- ❖ Inter and Intra Company Reconciliation
- ❖ Arrangement of Export Documents for Payment Realization in Bank.

Past Employer Profile:

Worked with **Implantium India Pvt Ltd. 100% Subsidiary of Dentium Co Ltd. Korea** primary Engaged in Dental Instrument Trading Activities, located at Gurugram, as an **“Senior Finance Executive”** from May-22 to May-23. Reporting to Manager (Finance & Accounts):

Job Profile:

- ❖ Managing Accounts Payable and preparing reports every week amounts to be released.
- ❖ Arrangement of Documents for Processing of Remittance out of India for Imports of goods and Services & booking of exchange Gain and Loss.
- ❖ Review the Accounts Receivable Ageing reports daily and take follow up with Sales team.
- ❖ Forecasting cash payments and anticipating challenges arising from limited cash flow as per our credit Period.
- ❖ Maintain banking relationships and negotiating with banks regarding USD Exchange rate.
- ❖ Financial analysis of the accounts and monthly reporting with respect to Budgeting & Forecasting, Revenue & reconciliation.
- ❖ Assisting in Implementation of an Effective Accounting System in ERP software and modification as required.

- ❖ To Be Ensure Booking of All customs Clearance charges booking and valuation of import shipment in books of accounts.
- ❖ Coordinating with Country Head of Finance Regarding preparation of SOPs for Effective reporting's.
- ❖ Calculation of Sales Incentive Every Month based on Analysis of Sales and Collections.
- ❖ Inter-co. and Intra-co. Transaction and Reconciliations.
- ❖ Making Consolidated Fund flow all branches and send it Korea Head Quarter Every week.
- ❖ Making Daily Fund report and Profit and Loss A/c all branches as per Korean Accounting Heads.
- ❖ Coordinated with Statutory auditors for required information for completing Audit.

Past Employer Profile:

Worked with **Hughes and Hughes Chem. Ltd.** primary Engaged in Indian Railways Contracts Business, located at Delhi Nehru Place, as an "Senior Accountant" from Nov-2015 to May-2022

Reporting to Manager (Finance & Accounts):

Job Profile:

- ❖ Maintenance of all day-to-day accounting work in Tally Prime
- ❖ Prepare Bank Reconciliation Statement daily.
- ❖ Preparations of Salary MIS and Process of salary.
- ❖ Handling Employees Imprest as per Budget Provided by the Management.
- ❖ Preparation of E-Invoice and E-way Bills for Dispatch of Goods.
- ❖ Preparation of Debtors Ageing Report for Submission to Bank.
- ❖ Processing of Advance Payment as per Purchases order.
- ❖ Intercompany Transaction and Reconciliations.
- ❖ Preparation and filling of GSTR-1 & GSTR-3B of Goods and Service Tax.
- ❖ Reconciliation of GSTR3B Inputs with GSTR-2B Monthly Basis.
- ❖ Reconciliation of 2A with 3B and Preparation of GSTR-9 of Goods and Service Tax.
- ❖ Proper Deduction of TDS as per Applicable Rate and Preparation of Payment Details of TDS.
- ❖ Reviewing & Analyzing of Profit and Loss, General Ledger, Cash, and bank monthly.
- ❖ Reconciliation of all accounts monthly for accurate reporting.

Past Work Experience

Working with **Gupta Kapoor & co. Chartered Accountant** firm, located at Paschim Vihar Delhi, as an "Article Assistant" from Nov 2011 to May 2015. Reporting to Manager (Audit & Accounts):

Personal Details:

Name	:	Manish Kumar.
Date of Birth	:	07th Dec,1990
Father's Name	:	Shri. Kailash Prasad
Mother's Name	:	Smt. Vimla Devi
Marital Status	:	Married
Languages Known	:	English, Hindi

Date:

Signature

Place: New Delhi