

CURRICULUM VITAE

HARINANDAN SHAW

Mobile No: - 7891670215
E-mail Id: - harinandan.shaw@gmail.com
Local Address - H.N. A-1, 51-52, Samalka execution kapashera chowk New Delhi-110097

Career Objective

- To seek a career in an organization that provides motivation, ambience, and upward mobility and where I can put into act my educational skills and abilities and work for achievement of goals of the organization and to be the best whatever I do.

Profile Summary

- 11 years of experience in Finance and Accounts i.e. General Accounting, Accounts Receivables, Accounts Payables.
- Exposure In Oracle ERP Since Oct-24 at Ecom Express Limited.

Computer Proficiency

- Oracle ERP, Tally9-ERP 12.2.5.
- Microsoft Office (i.e. MS Word, Advance Excel etc.)
- Tally ERP 9,7.2, 6.3
- Internet & E-mail. Outlook.
- SAP B1

Professional Experience

ECOM EXPRESS LIMITED is a leading end-to-end technology enabled logistics solutions provider to the Indian e-commerce industry. The company's products include Ecom Express Services (EXS), Ecom Network Services (ENS), Ecom Fulfilment Services (EFS) and Ecom Digital Services (EDS). Ecom Express has its presence in all 29 states of the country and operates in over 2400 towns across 25,000+ PIN-codes in India. The company is the first private logistics company in India to envision a full-state coverage strategy i.e. the capability to reach every doorstep in every village in a state.

Period	<u>From Oct 2024 to till Date</u>
Organization	<u>ECOM EXPRESS LIMITED</u>
Designation	<u>Sr. Account & Finance Executive</u>
Profile Accounts Payable	<ul style="list-style-type: none">➤ Process of daily basis COD Collection from Delivery Central.➤ Day to Day activities COD Collection related query Short/Excess and outstanding➤ Month End Activity:-Get Balance Confirmation of Every Month of Total O/s Due at COD Delivery Central.➤ Tracking COD/PPD shipment closure of RTS/Lost/Damage/RTO as per customer outstanding Status/reconciliation.➤ Working COD/POD correction report➤ Delivery Central Ledger Reconciliation on monthly Basis➤ Cash flow and fund flow monitoring on daily basis.➤ Working COD AR outstanding Aging report.➤ Monitoring invoices and credit checks.➤ Global Tally.➤ Bank reconciliation.➤ Working COD theft cases, Insurance and Write off cases etc.➤ Trail balance analysis.➤ Profit & Loss A/c analysis.

	<ul style="list-style-type: none"> ➤ Cost Analysis (Operating & Admin). ➤ Review AR aging to ensure compliance. ➤ MIS Report: Business, Collection, Age wise outstanding report, Deduction report on monthly basis, Debtors & creditors ageing report, Budget v/s actual reports. ➤ Setting team and individual monthly collection target. ➤ Providing team and individual support on all accounts receivable matters to ensure team success. ➤ Keeping up with industry standards and promoting a mindset of continuous improvement. ➤ Follow Up For Unidentified COD Collection Amount from Branch or Bank & Confirm from Bank Why Amount not credit yet either Confirm from Branch amount why not deposit yet.
--	--

Period	<u>From Sep-2018 to Oct-24</u>
Organization	GATI EXPRESS & SUPPLY CHAIN PVT LTD
Designation	<u>Sr. Business Accounts Executive</u>
Profile Accounts Payable	<ul style="list-style-type: none"> ➤ General Accounting: - Monthly closing, provision for expense & creation of liabilities etc. ➤ Maintain daily Cash & Bank Account. ➤ Trail balance analysis. ➤ Profit & Loss A/c analysis. ➤ Cost Analysis (Operating & Admin). ➤ Budget v/s actual analysis. ➤ Debtors & Creditors reconciliation. ➤ Bank reconciliation. ➤ Preparation and analysis of Budget & EBITDA (Earnings before interest, tax depreciation & Amortization). ➤ MIS Report: Business, Collection, Age wise outstanding report, Deduction & Stock report on monthly basis, Debtors & creditors ageing report, Budget v/s actual reports.

Period	<u>From July-2016 to Sep-2018</u>
Organization	SECURASHIELS INDIA PVT LTD
Designation	<u>Finance Executive</u>
Profile Accounts Payable	<ul style="list-style-type: none"> ➤ General Accounting: - Monthly closing, provision for expense & creation of liabilities etc. ➤ Maintain daily Cash & Bank Account. ➤ GL reconciliation. ➤ Customer payment analysis, tracking & updating daily cash deposit & report. ➤ Overseeing timely payment collection to mitigate bad debit risk. ➤ Forecasting monthly quarterly, and annual result and creating relevant management report. ➤ Debtors & Creditors reconciliation. ➤ Bank reconciliation. ➤ Review AR aging to ensure compliance.

Period	<u>From Aug-2014 to July-2016</u>
Organization	EMC LIMITED
Designation	<u>Account Executive</u>
Profile Accounts Payable	<ul style="list-style-type: none"> ➤ General Accounting: - Monthly closing, provision for expense & creation of liabilities etc. ➤ Maintain daily Cash & Bank Account. ➤ GL reconciliation. ➤ Customer payment analysis, tracking & updating daily cash deposit & report. ➤ Overseeing timely payment collection to mitigate bad debit risk. ➤ Forecasting monthly quarterly, and annual result and creating relevant management report. ➤ Debtors & Creditors reconciliation. ➤ Bank reconciliation. ➤ Review AR aging to ensure compliance.

Skills

- Financial Records & Reporting.
- Accounts Receivable & Payable.
- Executive Team Leadership.
- Process Improvement.
- TDS, GST Reconciliation 2A,
- Income Tax Return 1, 4 etc.

Academic Qualification

- M.B.A. in (Finance & IT) from swami vivekanand subharti university (Meerut) 2018.
- **Certified Industrial Accountant Plus (CIAP) form** The Institute of Computer Accountants (ICA) 2015

Personal Strength

- Hardworking, Good Conceptual & Analytical Skill.
- Optimist & Positive Attitude.

Personal Details

Father's Name : Late Sri.Ramashish Shaw
Date of Birth : 23nd Sep, 1988
Language Known : Hindi and English
Nationality : Indian
Marital Status : Married
Hobbies : Playing Cricket and Listing Music.

Declaration

I hereby declare that all the above information are true and correct to best of my knowledge.

Date:

Place: Delhi

(HARINANDAN SHAW)