

RAJNEESH BHARDWAJ

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Seeking assignments in Finance & Accounts/ Auditing/ Fund Management with an organisation of high repute

MANAGER - ACCOUNTS

Professional Summary

- Finance & Accounts professional with **28+ years of experience** in Financial Management, Auditing, Fund Management, and Taxation.
 - Currently associated with **Shloka Enterprises LLP (Group Company of Krishna Maruti Limited)** as a Manager - Accounts.
 - Proven ability to enhance operations, drive business growth, and maximize profits through financial planning, budgeting, and internal control improvements.
 - Skilled in strategic planning, financial forecasting, and risk management, ensuring compliance with regulatory frameworks.
 - Adept at liaising with banks, financial institutions, and regulatory authorities for smooth financial operations.
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Professional Experience

Shloka Enterprises LLP (Group Company of Krishna Maruti Limited)

Manager – Accounts | Nov 2004 – Present

- Overseeing the entire finance and accounts function, ensuring financial discipline and compliance.
- Preparing and analyzing financial statements, P&L accounts, balance sheets, cash flow statements, and MIS reports.
- Managing statutory compliance, tax planning, and audits to minimize risks and improve financial efficiency.
- Implementing cost-control measures to optimize working capital and increase profitability.

Auto Ignition Ltd. (Auto Electrical Parts Manufacturing)

Senior Accounts Officer | Aug 1996 – Oct 2004

- Successfully reduced debtor collection period, improving cash flow management.
- Led vendor management processes, optimizing procurement and cost savings.
- Managed company taxation, audits, and financial reporting to ensure regulatory compliance.

Kapoor Gears

Accounts Assistant | Jun 1995 – Jul 1996

- Assisted in maintaining books of accounts, ledger reconciliations, and taxation processes.
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Key Skills & Expertise

Finance & Accounts Management

- Preparation of financial statements, including P&L accounts, balance sheets, and cash flow statements.
- Monitoring ledger reconciliations, debtor & creditor reconciliations, and inter-unit transactions.
- Implementing internal controls and financial reporting systems for efficiency and accuracy.

Taxation & Compliance

- Expertise in direct taxation, including corporate tax planning, employee taxation, and tax computation.
- Proficient in indirect taxation such as GST, VAT, Central Sales Tax, WCT, and Service Tax.
- Filing statutory returns and handling assessments before government authorities.

Auditing & Internal Controls

- Conducting internal, tax, and management audits to assess financial health.
 - Reviewing departmental P&L statements and forecasting financial performance.
 - Ensuring compliance with accounting standards and regulatory frameworks.
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Notable Achievements

- Spearheaded successful financial restructuring at Auto Ignition Ltd., leading to improved cash flow and reduced debtor collection period.
 - Played a key role in establishing a new organization, ensuring smooth financial setup and operational stability.
 - Implemented cost-saving measures that enhanced profitability and operational efficiency.
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Educational Qualifications

- Bachelor's of Commerce (B.Com) – M.D. University, Rohtak (1994)
 - Diploma in Computer Applications – NIIT, Faridabad (1995)
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Technical Proficiency

- **ERP & Accounting Software:** Oracle (8i), ERP, Tally (All Versions), Busy, Sigfa, Norman, Wintep
 - **Financial Tools & Applications:** MS Excel, MS Word, MS PowerPoint, Lotus Notes
 - **Other Skills:** Financial Analysis, MIS Reporting, Tax Computation, Budgeting & Forecasting
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Personal Details

Date of Birth: 12th December 1974

Address: H. No.-615, Sector-8, Faridabad- 121006.