

CURRICULUM VITAE

Suman Saini

Senior Accounts Officer

🏠 Jharoda Majra Burari,
New Delhi - 110084

✉️ cmasumansaini@gmail.com

☎️ 9968201209

Summary

I am a outgoing Cost and Management Accountant, 7+ years of experience in Accounts & Finance. Seeking to leverage my technical and professional expertise to grow in the industry. I am a team player with a proven track record of excellent project delivery. I always love working with a technically strong team where I can solve complex problems with a good balance of freedom and responsibility.

Professional Experience

Senior Accounts Officer: JMDR Engineering Pvt Ltd

Nov'2021– Present

- Analyzed and verified vendor invoices and purchase orders, reducing errors by 99% and ensuring timely vendor payments.
- Drafted purchase orders based on the quotations received from procurement team and secured necessary approvals.
- Verified invoices against purchase orders and contracts, ensuring accuracy in vendor details, amounts, tax and payment terms.
- Submitted invoices for approval as per organizational protocols and Processed payments through bank transfers, Credit Card or Petty Cash.
- Assisted vendors with payment status inquiries and clarified payment terms to enhance relationships.
- Checked essential invoice details, including supplier information, PO number, bank details, GST, POS, invoice date, and amount.
- Generated reports for management review and financial audits, ensuring accuracy and transparency.
- Upload and maintained invoice and vendor details in accounting systems to ensure accuracy and consistency.
- Prepared salary pay registers based on subcontractor hours worked, ensuring timely and accurate payroll processing.
- Maintain project-wise material trackers, subcontractor registers, and financial reports as required by management.
- Drafted sub-consultancy agreements and arranged approvals for seamless contractual processing.
- Prepare Cost report for 20+ projects for financial analysis and performance tracking.
- Enforced accounting policies and procedures to strengthen internal controls and compliance.
- Conducted reconciliation of purchase orders against received invoices to maintain financial accuracy.
- Reconciliation and deposition of TDS and GST, Filing of returns on periodic basis
- Preparing Bank Reconciliation Statement and Cash Flow statement on monthly basis
- Assisting the Auditor for conducting the audit of company.

Project Associates(Account & Taxation division) : REC Limited

Dec'2018– Nov'2021

- Maintained accounts and records for Input tax credit availed, Output tax liability payable and paid such other details as required for filing GST returns.
- Having good exposure in uploading and submitting-GSTR1, GSTR3B, GSTR7, GSTR9 and GSTR 9C return using secure data network.
- Inputs Tax Credit Reconciliation-Match GSTR2 and GSTR 2A in order to claim ITC as per Rule 36(4)

- Process various type of accounting entry into ERP(Oracle) like sale, purchase, receipt, payment, advance payment, ITC adjustment etc and perform accounts correction to ensure accurate records into ERP Oracle.
- Prepare Bank Reconciliation Statement on monthly basis.
- Preparation of various reports & summary for Management Information Systems [MIS].
- Maintain, review, reconcile different type of ledger and perform accounts correction to ensure accurate records into ERP Oracle.
- Review and validate essentials of valid invoice like supplier details (name, contact details, GSTIN, POS etc), purchase order, bank account, invoice, invoice date, GST provision, TDS provision etc.
- Assisting Taxation Manager by preparing various working for Provision of Advance tax, Advance tax, Depreciation, Deferred tax liability, Contingent liability.
- Handling TDS- Monthly data preparation, payment, quarterly return filing, TDS traces activity and revision if any.
- Internal Audit - Handling auditors queries of taxation (Both Direct and Indirect).

Sr. Audit Assistant: RJ Goel & Co. (Cost Accountant Firm)

Jan'2018 – Dec'2018

- Preparation and Maintenance of Cost Accounting Records and audit report in XBRL.
- Analyzed actual manufacturing cost and prepared periodic report for Material consumed, utilities consumed, Labor cost, direct cost etc.
- Prepared profit reconciliation statement and cost statement, Analyzed the Financial position of company through various ratio analysis
- Participating in Cost Audit as a Sr. Audit Assistant for JK Lakshmi Cement, GHCL, Milk food, HMSI Pvt Ltd, Horiba India Pvt Ltd.

Training: Kumar Singh & Co. (Chartered Accountant Firm)

Jan'2016 - June2016

- Preparing summary report with the invoices of sale and purchase.
- Preparing and analyzing accounting records in Tally such as day to day activities, purchases, sale and other expenses.
- Maintain Bank Reconciliation Statement and Reconciliation of Debtors & Creditors.
- Filing Income tax Returns.

Technical Skills

- Good working knowledge of MS Office
- Working Experience of Tally ERP 9.0
- Working Experience of ERP (Oracle R12)
- Working Experience of Xero
- Spectrum Software – Income Tax, TDS, GST, Outlook

Professional Skills

- Having knowledge of GST, Costing & Financial Accounts

Personal Skills

- Highly Organized & Self-Motivated Person
- Quick Learner
- Co-operation & Co-ordination in team and a team builder
- A reliable person who believes in working effectively & efficiently.
- Positive attitude and ability to work under pressure

Educational Qualification

- Qualified Cost Management Accountant(CMA) from Institute of Cost Accountants of India in batch of December 2017.
- B.com (Hons.) from SOL Delhi University in year 2016.

PersonalDetails

Gender : Female
Date of Birth : 02 -12-1994
Languages : English, Hindi
Hobbies : Listening Music, Cooking
Strengths : Creativity, Give 100%, Avid for Learning

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge.

Date:

Place:

Signature: