
ANSHUL JAIN

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Summary

Versatile professional with nearly 7.5 years of experience in Finance and Accounts: -

- **Bank Reconciliation** and **Vendor Reconciliation** on Monthly and Yearly Basis.
- **Auditing:** Voucher Verifications and Checked Statutory Compliances.
- **Taxation:**
 - Indirect Taxation:** GST Returns Filing, GST Payments
 - Direct Taxation:** TDS Payments, TDS Return Filing, Income Tax return Filing
- **Accounting:**
 - Bills Receivable & Bills Payable** Well versed with modern accounting systems with proficiency in preparing and maintaining books of accounts & financial statements.
 - Skilled in monitoring and preparation of statutory books of account, debtors/creditors reconciliation and consolidated reports compliance with time and accuracy norms.
 - An effective team player with excellent communication, analytical, team building and relationship management skills.

Experience

- ❖ Working with **Baazi Networks Pvt Ltd** from March 2024 to Till Date as an Asst. Account Manager with below given responsibilities: -
 - Vendor and Consumer Reconciliation.
 - Customer balances ageing review and follow Ups.
 - Vendor Payments & Month End Activities
 - GST & TDS Reports and Filing returns.
 - Marking Provisions and Books Closure.
 - Creates Reports Relating to Accounts Receivable & Accounts Payable.
 - GSTR-2 and TDS Reconciliation.
- ❖ Working with **MYND Solutions Pvt Ltd** on Contract Basis from Nov 2023 to Feb 2024 as an Asst. Account Manager with below given responsibilities: -
 - It deals in Outsourcing Business. Currently I am working in the transition of PAN India level Business of Zetwerk Manufacturing.
 - Performing Accounting month end activities like in closing the Customer & vendor billing.
 - Billing and collection of outstanding accounts receivable.
 - Creates Reports Relating to Accounts Receivable & Accounts Payable
 - Handling team of 12-15 Members & Manage their Flow.
 - GST and TDS Reconciliations.
 - Vendor and Customer Reconciliations.
 - Sharing different types of Reports to Senior Management.
 - Providing training to new joiners about the various activities.
 - Ensure Accuracy and timely closure of activities with Internal Audit of every transaction.

❖ Working with **Zomato Hyperpure Pvt Ltd** from May 2023 to Oct 2023 as an Sr. Account Associate with below given responsibilities: -

- Vendor Reconciliation and Resolve their queries after conducting meeting with vendors.
- Customer balances ageing review and follow ups
- Billing and collection of outstanding accounts receivable.
- Creates Reports Relating to Accounts Receivable & Accounts Payable
- GSTR-2 and TDS Reconciliation.
- Handling team of 8-10 Members & Manage their Flow.
- Process improvement.

❖ Working with **Lenskart Solutions Pvt Ltd as a third Party Payroll** from April 2022 to April 2023 as an Executive Accounts with below given responsibilities: -

- Sales and Collection Reconciliation on store level.
- Customer balances ageing review and follow-ups
- Billing and collection of outstanding accounts receivable.
- Creates Reports Relating to Accounts Receivable.
- Day to Day Bookkeeping.
- Responsible for Collection Charges Invoices.
- Bank Reconciliation.
- Responsible for all customer and aggregators Invoices Processing.
- Control AR Provisions / Planning.
- Co-ordination with the Auditor regarding Accounts Finalization and Solving Auditor Queries

❖ **Gemini Agencies** from July 2018 to March 2022 as Executive Accounts with below-given responsibilities: -

- Billing and collection of outstanding accounts receivable from the existing client base, tracks past due balances, preparing debtors' reports.
- Vendor invoice verification and postings for payment, matching all entry with the invoice & purchase order to process the same.
- Reconciliation of Bank, debtors & creditors, general ledger on daily, monthly quarterly basis.
- End to end reconciliation of customers' accounts
- Posting invoice and payment receipts, matching with sales order prior to posting.
- Update accounts receivable database with new accounts or missed payments.
- Prepare TDS and GST Monthly Payable Report, support in return filling.
- Monthly GST reconciliation.
- Support in Book Finalization for Audit and ITR.
- Accountable for management reporting to include providing metrics and report findings to Senior Management

❖ **Wordsmith Kraft's Pvt Ltd (US Accounting)** from June 2016 to June 2018 as an Executive Accounts with below given responsibilities: -

- Process Day to day accounting to ensure all business transactions are recorded.
- Responsible for billing and collection of outstanding accounts receivable from the existing client base, track past due balances.
- Vendor invoice Entered in books.
- Reconciliation of Bank, debtors & creditors, general ledger on weekly, monthly quarterly basis.
- Co-ordination with internal departments.

ERP's:

- Quick book
- Tally ERP 9.2
- Oracle NetSuite
- Bright pearl
- Xero
- Wave
- Busy
- Navision

Education

- ☐ MBA (In Finance) From Subharti University , Meerut.
- ☐ **B.Com. (Prog)** from Delhi University and secured 2nd division.
- ☐ Senior Secondary Certificate (2016) from CBSE, Delhi.
- ☐ Secondary Certificate (2014) from CBSE, Delhi.

Certification Course

- Diploma in Official Accounting and Programming.
- Diploma in Banking and Finance.
- Proficient with Excel, Word

Area of Interest

- Bookkeeping, Auditing, Balance Sheet, Profit & Loss
- Accounts Receivable & Accounts Payable
- P2P, RTR, O2C
- Reconciliation
- Taxation

Personal Details

Date of Birth	:	23-05-1998
Father Name	:	Sunil Kumar Jain
Mother Tongue	:	Hindi
Nationality	:	Indian
Languages	:	English, Hindi
Status	:	Unmarried