**SHYAM MOHAN**

E-74, Mansarovar Park, Delhi-110032;

**Phone:** +91-9650207807 & 9968880241

**Email:**shyammohan336@gmail.com

**ACCOUNTS & FINANCE PROFESSIONAL**

***4 Years of Accomplished Experience in Accounts & Financial Transactions, Auditing and Taxation, Account payable,MIS***

**Career Objective:** Seeking challenging assignments in **Finance / Accounts / Taxation/ Admin & Logistics** and merge into a dynamic globally focused organization that will strategically utilize my existing skill sets while providing opportunities to amalgamate personal enrichment with professional goals.

**CORE COMPETENCIES**

* *Office Administration*
* *Billing Process*
* *Cost Control*
* *Bank Reconciliation*
* *Trial Balance*
* *Profit & Loss*
* *Individual Income & Tax Computation*
* *Auditing*
* *Ledger Scrutiny*
* *MIS*
* *Budgeted Statement*
* *Internal & Statutory Audits*
* *Ledger Scrutiny*
* *Sundry Debtors/Creditors*
* *Service tax Matters*
* *TDS*
* *Provisioning*

**PROFESSIONAL KNOWLEDGE**

* Expertise in formulating and implementing **the Finance & Accounting Policies\ Procedures** with the ability to relate theory with practice.
* Consummate professional with strong knowledge of **Indian Accounting Standards, Income Tax Act.**
* Articulate communicator with strong analytical and interpersonal skills; known for honest work ethics and executing tasks in time without compromising on quality.
* Knowledge of bank reconciliation,
* Knowledge of Receipts & payments and Income and expenditure account.
* Knowledge of partnership account
* Knowledge of all method of depreciation
* Successfully advise and supervise finance functions including determining financial objectives, designing and implementing systems, policies & procedures to facilitate internal financial control.
* Ensure facilitated adherence to statutory compliances, policies and procedures as per the company’s norms and statutory provisions.
* Accountable for providing quality standards for operational areas & ensuring adherence to quality standards.
* Lead efforts in developing & executing best practices & standard operating procedures targeting at organizational excellence.
* Creditors and Debtors ageing and **reconciliation**.
* Expertise in Making **MIS**  and Also Worked administrative level.
* Successfully Advise and Prepare for **Budgeted Statement.**
* **Calculation & Finalization of TDS** sheets at monthly bases for all units of our company**.**
* Knowledge of Filling of TDS return.
* Successfully handle **Service tax.**
* **Monthly provisioning.**.

**Currently Working**

**Getit Infoservices Pvt.Ltd. Since 10’Dec’12**

***As an Sr.Executive***

*A directional media company engaged in connecting business to consumer and business to business through information product and services including yellow pages, business listing directories tele-information, online and mobile media. It primarily devices revenue from advertisement published in the said directories and other advertisement modes****.***

**PREVIOUS WORK RECORD**

**Metro group of Hospitals Oct’2010 to Nov’2012**

**As an Accounts Executive & Internal Auditor**

Metro Hospital is one of the largest groups in Health care industry, Metro group leading in Industry with its more than eleven units in India.

**Orthonova Hospital, New Delhi Aug’2009 to May’2010**

***As an Audit & Account Assistant***

**ARUN GULATI & COMPANY, NEW DELHI Jan’2009 till Aug’2009**

Chartered Accountants

**EDUCATIONAL & PROFESSIONAL CREDENTIALS**

**BACHELOR OF COMMERCE from Delhi University**

**Pursuing ICWA (Final) from INSTITUTE OF COST & WORK ACCOUNTANTS OF INDIA, DELHI**

**Technical Credentials**

* **Expert knowledge in Accounting package of Microsoft Axapta(AX Dynamics)**
* **Proficient in MS office (includes MS Excel, MS Word, outlook etc.)**
* **Done 100 hours of IT training by institute of Cost management Account.**
* **Tally.**

**Date of Birth:** 11th June ’1988

**References:** Available on request

Shyam Mohan

09650207807, 09968880241