

CA JITENDRA KUMAR

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EXPERIENCE

Management Associate / Senior Analyst

Vsolv Engineering India Private Ltd

03/2022 - 02/2025 Chennai

- Ensured data integrity through reconciliation between the Financial Accounting System and other modules like AP, JV, payment, and income modules, reconciling datasets with an average of 10L+ entries using Excel Power Query.
- Updated critical master data, ensuring consistency and accuracy within 2 modules of FAS.
- Prepared monthly sector-wise profitability reports for various business segments and cost centers, with detailed cost categorization for 850+ branches.
- Contributed to the development and testing of the Data Conversion Module, including creating 20+ income-based business segments and processing rules.
- Maintained a critical master for expense allocation, with 15 criteria in line with ABC Costing.
- Conducted GL reconciliation with internal/external data (CBS-Flexcube) for 100% accuracy of large volumes of data, including consolidation, sanitization, analysis, and reporting with the help of advanced Excel and PowerPoint.
- Prepared journal vouchers for necessary accounting adjustments.
- Conducted a limited internal quality review of the Accounts Payable process, reviewing 2,000+ transactions for accurate expense classification.
- Able to perform simple SQL queries.
- Analyzed offline and online AMFI data, reviewing 1,000+ transactions to assess refund accuracy and identify system shortcomings, ensuring accuracy in refund processing.
- Reconciled refund amounts with 500+ processed and 30 rejected applications, identifying discrepancies and improving error resolution timelines.

Assistant Manager Accounts

Tablets India Limited

10/2019 - 05/2020 Chennai

Specific Internal audit function

- Conducted physical verification of stock at 2 plants and 3 depots across India, including raw materials, finished goods, and packing materials, ensuring inventory accuracy and compliance with pharmaceutical standards.
- Audited and approved travel expenses for a workforce of 1,500+ employees, ensuring policy compliance and reducing discrepancies in reimbursements by 100%.
- Evaluated and approved 10 major expenses monthly, including marketing, travel, and final settlements, streamlining payment processes and enhancing financial accuracy.

SUMMARY

Finance and accounts professional with expertise in financial management, statutory compliance, auditing, and process optimization across diverse industries, including manufacturing, pharmaceuticals, banking, and international trade. Successfully transitioned 5+ entities to GST, streamlined AP/AR operations for 100+ vendors and 50+ customers, and developed MIS frameworks for informed decision-making. Proficient in financial reporting, inventory accounting, and team leadership. Recently qualified as a Chartered Accountant, showcasing advanced expertise in testing and analyzing voluminous financial system modules using PowerQuery, Pivot Tables, VLOOKUP, and SQL. Undertook DISA (Diploma in Information Systems Audit) classes in November to strengthen skills in IT audit and controls. Recognized for driving operational efficiency, ensuring regulatory compliance, and delivering impactful results in dynamic environments.

SKILLS

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|----------------------------|----------------------|------------|
| Accounts Payable | Working Capital | |
| Cost Analysis | Data Integrity | ERP |
| MS Excel | Power Query | |
| Financial Analysis | | |
| Financial Reporting | GAAP | |
| Communication Skills | | |
| General Ledger | GST | Income Tax |
| Integration Testing | Internal Audit | |
| Tax Audit | System Integration | |
| Balance Sheet | | |
| System Integration Testing | | Tally |
| Team Leadership | Variance Analysis | |
| Visual Basic | Accounting Principal | |
| MS Word | CMA Capital | Basic SQL |

EXPERIENCE

Finance & Taxation Head

Supreme India Co.

06/2016 - 06/2018

- **Financial Reporting & Statutory Taxation** : Prepared financial statements adhering GAAP and applicable Statutory laws. Coordinated with external auditors to ensure satisfactory audits and delivered detailed schedules and annexures for audit purposes.
- **General Ledger Finalization & Period Closure of Books**: Ensured accuracy of general ledger accounts in compliance with GAAP and company policies.
- **Accounts Payable (AP) & Accounts Receivable (AR)**: Streamlined AP processes for 100+ vendors, ensuring error-free payments for utilities, EMI, rent, and procurement, maintaining timely processing and reconciliation. Credit Note , Debit Note
- **Management Information System (MIS)**: Delivered (monthly, quarterly, and ad-hoc)
- **International Trade Accounting**: Managed import transactions, customs duties, inventory costing, and FX bookings. Coordinated with clearing agents to ensure smooth consignment clearance.
- **Inventory Management Accounting**: Improved inventory systems for better decision-making and ensured accurate stock valuations and journal entries.
- **Statutory Compliance**: Filed income tax TDS returns, calculated GST liabilities, and ensured timely submission of GST returns (GSTR_1, GSTR-3B). Managed e-way bills, C-forms, and F-forms.
- **Banking** : Managed multiple bank accounts, ensuring OD/CC facility compliance and provided audited financials to third-party credit facilitators.
- **Ledger Recon**: Verified and reconciled supplier and customer ledgers, resolving discrepancies through direct interaction.
- **GST Implementation**: Successfully transitioned from VAT to GST across 3+ entities, ensuring compliance without external assistance.
- **Payment Streamlining**: Optimized payment processes, ensuring timely interest payments with TDS compliance.
- **Teambuilding and Leading**: Recruited, trained, and led a team of three members to deliver efficient performance under tight deadlines.
- **GST & VAT Compliance**: Hands-on experience with GST return filing, including import, export, reverse charge mechanism, and e-way bill generation for interstate cargo .

Factory Accountant

Navkar Wollen Private Limited

11/2014 - 05/2015 Rajasthan

- Production and Cost Analysis, in addition to accounting at IKEA affiliated export Vendor.
- Prepared payroll statement and paid 250 + workers on time without any discrepancy.

Audit Executive

M G Bohra & Co

07/2013 - 04/2014 Chennai

- Conducted Statutory and TNVAT audits.
- Prepared tax computations and income statements.
- Analyzed and followed up on Section 143 intimations.
- Liaised with departments for IT refunds, lower TDS certificates, and rectifications under Section 154.
- Reconciled TDS with Form 26AS.

STRENGTHS



Key Strengths

Proactive, attention to detail, process-oriented, analytical, critical thinker, team player, decision making, problem-solving, creative, fast learner, adaptive, and flexible.

KEY ACHIEVEMENTS



Professional Achievements

Handled the smooth transition to GST era single-handedly. Built a 5-member finance team and developed a file management query system using Visual Basic and Microsoft Access.

EDUCATION



C.A. Qualified 7/2021

The Institute of Chartered Accountants of India



B.Com

DG Vaishnav College

EXPERIENCE

Audit Assistant

Lakhotia & Reddy

📅 03/2009 - 11/2012 📍 Chennai

- Planning and conducting audits at client's place.
 - Statutory and internal audit scrutiny of trial balance and general ledger.
 - Computation of tax and income statement.
 - E-filing of income tax return and tax deducted at source statement.
 - CMA Report for bank assistance.
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Purchase and Account Executive

Tagros Chemicals P Ltd

📅 02/1993 - 03/1995 📍 Chennai

- Responsible for accounting, costing, inventory management, cash handling, and industrial purchasing for the Cuddalore Pesticide Factory
- Learned and computerised operation for enabling better decision making on RM Ordering and collected worldwide data.