

## Key Impact Areas

- Fund Raising
- Investor Relation
- Loan Documentation
- MIS Reporting
- Fund Management
- Cash Flow Management
- Budgeting
- Project Report
- Credit Rating
- Internal Audit
- Team Management

## IT Skills

Tally ERP, ERP Far vision.

## Profile Summary

**Young and dynamic** professional having an objective to optimally utilize the abilities, expertise the knowledge in the organization, so as to enable the organization to achieve its goals and at the same time capture opportunities for constant learning and career development.

- Experience in **Corporate Finance, MIS Reporting, Budgeting, Investor Relation, Cash Flow Management, Treasury and banking operations, Internal Audit.**
- Experience in **Fund raising, Due Diligence, Credit ratings and other related activities, Loan Documentation.**
- Experience in **Reconciliation and Accounting work.**



## Academic Details

- ✓ **MBA** – Shobhit University, Meerut in 2008 (**Finance and Marketing**).
- ✓ **M.Com** – C.C.S University, Meerut in 2009.
- ✓ **BBA** – Apex Institute of Managements, C.C.S University in **2006**.
- ✓ **XII Standard** – V.K Inter College, Muzaffarnagar in **2003**.
- ✓ **X Standard** – V.K Inter College, Muzaffarnagar, **2001**.



## Career Timeline

| <u>ORGANISATION</u>                | <u>DESIGNATION</u>     | <u>PERIOD</u>             |
|------------------------------------|------------------------|---------------------------|
| Mahagun Group                      | Manager-Finance        | April,2025 to Present     |
| Gulshan Group                      | Deputy Manager-Finance | July,2022 to April,2025   |
| ATS Infrastructure Private Limited | Asst. Manager-Finance  | June,2012 to June,2022    |
| IBM, Gurgaon                       | Claim Analyst          | January,2011 to June,2012 |
| IIJT, Gurgaon                      | Accounts Executive     | May,2009 to December,2010 |



## Organizational Experience

### As Manager in Mahagun Group

#### Present Experience

- Preparation of corporate finance proposals.
- Documentation for secured loans/ NCDs/ investments.
- Providing all the material information of the projects to the prospective NBFCs/Investors/Bank.
- Preparing Budgets & analyzing actual against them with monthly variance analysis.
- Financial Modelling, Manage Due Diligence, Credit Ratings and other related activities.
- MIS reporting during month end close to discuss/highlight key variations by commenting on major variance drivers.
- Sales MIs & Cash Flow/Group Cash Flow statement.
- Preparation of Investors Presentation to communicate Company's strategy, financial performance, business model and prospects.
- Detect operation changes within org. and communicate them to investors.



#### Previous Experience

### As Deputy Manager in Gulshan Group

- Preparation of corporate finance proposals.
- Documentation for secured loans/ NCDs/ investments.
- Providing all the material information of the projects to the prospective NBFCs/Investors/Bank.
- Preparing Budgets & analyzing actual against them with monthly variance analysis.
- Financial Modelling, Manage Due Diligence, Credit Ratings and other related activities.
- MIS reporting during month end close to discuss/highlight key variations by commenting on major variance drivers.
- Sales MIs & Cash Flow/Group Cash Flow statement.

- Loan Proposal & Loan Reconciliation.
- Liaising with Bank.
- Preparation of Investors Presentation to communicate Company's strategy, financial performance, business model and prospects.
- Detect operation changes within org. and communicate them to investors.
- Resolve investor Queries.

#### As Asst. Manager in ATS Infrastructure Pvt. Ltd.

- Providing all the material information of the projects to the prospective NBFCs/Investors/Bank.
- Prepare RERA withdrawal details.
- Preparation of corporate finance proposals.
- MIS reporting for the particular month (for Investor).
- Sales MIS & Cash Flow/Group Cash Flow statement.
- Loan Proposal & Interest working.
- Liaison with Banks and financial institutions for the company's financial proposals (Loans, OD etc).
- Assists auditors for the purpose of providing support and documentation on internal processes for accounts payable and receivable.
- Verification of Sales & Purchase invoices.

#### As Claim Analyst in IBM, Gurgaon

- Prepare and process month-end journal entries accounts payable accruals for month end close.
- Three way match invoices and setting up same for the payments and reviewing invoices and checking the requests of the same so as to avoid any errors.
- Reconciliation of the payments and monitor accounts to ensure payments are made up to date and resolve any discrepancies.
- Maintaining vendor files and maintaining the same.
- Working on the enquiries of vendors and providing them with necessary details.
- Preparing monthly reports and assisting in month end closing.
- Supported and reported prior/current period adjustments and maintained bank reconciliations.
- Monitored and reviewed accounting and system generated reports for accuracy and completeness.

#### As Accounts Executive in IIJT, Gurgaon

- Checked the accuracy of monthly accruals,
- Prepared monthly local depository bank reconciliations and maintained bank reconciliation.
- Stock In charge – taking care of stocks and day to day entries on software.
- Making entries of VAT and CST

#### Project/ Training

A study of consumer decision making process with special reference to share trading of India bulls.

#### Extra Curriculum Activity

- Attended one Day Industrial Tour in "510 Army Base Workshop", Meerut on Supply Chain Management.
- Attended one Day Industrial Tour in "Elder Pharmaceutical", Dehradun on Production Department.
- Attended three days workshop on "Achieving and Integrating Personal and Professional Excellence"
- Active participant as a coordinator (Management) in the workshop.

#### Personal Details

|                  |                                      |
|------------------|--------------------------------------|
| Date of Birth:   | 21 <sup>st</sup> June. 1986          |
| Languages Known: | English and Hindi                    |
| Marital Status:  | Married                              |
| Address:         | C-1609, Ace City, Noida Ext.Sector-1 |

Date:

Place:

(Anshu)

