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| **VIKAS CHAUHAN** | 409 A, 1st Floor, Nyay Khand 2, Indrapuram,  Ghaziabad, Uttar Pradesh 201010 INDIA |
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| +91 9999795182, 6323696325 |

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| *Qualified finance and accounts professional with more than five years of hands-on experience in managing budget portfolios to the tune of INR 500 million in a country-wide role, specializing in upkeep of books, accounts payable and receivable, reconciliation, fixed and term deposits, audit, tax and asset management* |

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| WORK | |
| *Senior Executive, Finance*  *Tech Mahindra, NCR*  April 2013 – present | - management of accounts payable portfolio – amounting to INR 500 million  - management of accounts receivable portfolio, including interest – amounting to INR 70 million  - deduction, reconciliation and deposit of tax deducted at source (TDS) (online/offline) – under sections 94J, 94I and 94C  - management of fixed deposits (FDs) and flexi-fixed / term deposits (FFDs/TDs), including interest receivable upon maturity  - monthly reconciliation of bank, vendor and interest accounts  - compilation of quarterly financial statements  - quarterly and annual financial audit for partners across India  - capitalization of assets and calculation of depreciation  - tax-related work with respect to Work Contract Tax (WCT)  - assisting the CEO in day-to-day financial matters |
| *Executive, Finance / Accounts*  *Sitaram Bhartia Institute of Science & Research, NCR*  March 2010 – May 2012 | - management of accounts payable and receivable portfolio – issuance of cheques to creditors after verification of invoices  - reconciliation, calculation and deposit of TDS in accordance with IT Act  - reconciliation of bank accounts, debtors and creditors  - monthly calculation of profitability and department-wise accounting  - managing advances and imprest accounts  - responsible to maintain assets register and Calculation of depreciation  - responsible to make fund flow and cash flow on monthly basis  - responsible to calculate, reconcile and deposit of Service Tax |
| *Executive, Billing / Accounts*  *Vishal Video & Appliances, NCR*  October 2009 – March 2010 | - daily audit of purchase and sales; maintaining purchase orders (POs)  - development / calculation of schemes and management of claims through credit notes  - monthly reconciliation of accounts and schemes with the company - Hindustan Unilever Limited (HUL)  - daily / monthly reconciliation, closure and reporting of cash and bank funds, accounts payable and receivable, bank accounts and inter-company accounts  - monthly / quarterly and annual tax-related work with respect to Value Added Tax (VAT), Central Sales Tax (CST) etc. |
| *Audit & Reconciliation Officer, Finance / Accounts*  *CMS Securitas Ltd, Chandigarh*  June 2008 – July 2009 | - managing accounts payable and receivable, and inter-company accounts  - development / calculation of schemes and management of claims through credit notes  - issuance of cheques to creditors  - financial data management for different locations  - maintaining float money,  - collecting financial data, generating and verifying financial reports  - Handling the client complaints and escalations |

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| EDUCATION |
| - Master of Business Administration (MBA), Finance Management, Amity University, New Delhi, 2014 |
| - Bachelor of Commerce, University of Delhi, New Delhi, 2010 |
| - Certificate Course in Industrial Accounting, Institute of Computer Accountants (ICA), Chandigarh, 2009 |
| - 12th, Commerce, Central Board of Secondary Education, New Delhi, 2006 |
| - 10th, Central Board of Secondary Education, New Delhi, 2004 |

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| HOBBIES/INTERESTS |
| - Sports – football, cricket |
| - Music and dance |
| - Travel  Passport: H4563215  Pan: VBNGH4521k  Gender: Male  Dob: 18/05/1983 |

Vikas Chauhan Version: October 2015

New Delhi, INDIA