

Anil Kumar Singh (CA, Ind AS)

Chartered Accountant

Email id: anil4.2007@gmail.com

Skype id: caanils

Phone: 91-9971440690

**In pursuit of career enhancing opportunities in the field of:
~ Finance & Accounts ~ Controls ~ Compliances ~ Taxation**

Career Snapshot

- **Currently working as Financial Controller (DoF) at Novotel Hotel (Accor Group), Ahmedabad.**
- Worked as Financial Controller at Radisson Blu Hotel, Faridabad.
- Worked as Manager - Finance and Accounts with Ramee Group of Hotels & Resorts, Dubai (UAE).
- Worked with Spentex Industries Limited as Sr. Manager - Accounts.
- Worked with J.C.Bhalla & Co. as an Audit Manager.
- A qualified Chartered Accountant from Institute of Chartered Accountants of India with nearly 11 years of post-qualification experience and profound knowledge of Accounts and Finance.
- **Certificate Course on Ind AS.**
- **CA (Final), November 2008, 1st attempt.**
- Bachelor of Commerce (Honours) from Delhi University -2006.

Core Competencies

Accounts and finance

- Effective and efficient controls over revenues and costs towards achievement of revenue and profitability targets.
- Working capital management to ensure smooth operations and minimal finance costs.
- Monitoring day to day accounting, including recording of all accounting transactions in books of accounts.
- Monthly/quarterly closing of books of accounts ensuring thereby, passing of all the closing entries, provisions, cut offs of major incomes & expenses, bank reconciliations and depreciation.
- Preparing Financials (Balance Sheet and Statement of Profit & Loss), and also consolidating the same.
- Preparing and presenting detailed and comprehensive MIS reports to the management.
- Getting the financial statements audited and addressing requirements and queries of auditors.
- Coordination between units and departments to ensure checks on all inter unit and inter department transactions and balances for streamlined accounting.
- Making projected financials to meet financing requirements either by way of loans, grants or otherwise.

Auditing

- Preparing audit program as per the nature of business and time frame.
- Ensuring the books of accounts and related financials are in conformity with accounting standards, laws, rules and regulations in force.
- Executing the auditing procedures to cover all the areas of financials to ensure that they give a true and fair view of the financial position and issuance of audit report on the same.

Taxation & Statutory Compliances

- Ensuring timely and proper collection/deduction and filing of direct and indirect taxes.
- Coordinating with tax auditors to ensure that tax audit reports are in company's interests.
- Ensuring compliance with all statutory and regulatory requirements in force.

Financial Controller (DoF), Novotel Hotel (Accor Group), Ahmedabad (January 2020 till date)

Key Deliverables:

Prime Function:

- ✓ Organize and direct the team to supervise all revenues and expenses, as well as all inventories.
- ✓ Responsible for managing the day to day financial reporting and controlling requirements of the departments, review and analyze management accounts.
- ✓ To plan, direct, supervise and coordinate the activities of the personnel involved in accounting and other financial functions of the organization.
- ✓ Analyze and interpret financial data and recommend changes to improve financial performance.
- ✓ Responsible for budget and cost controls, financial analysis, accounting practices and reports.

Key Responsibilities:

Finance Planning

- ✓ Responsible for establishing budget forecasts (investment budget and operating budgets) for the organization and keep a record of monthly budgetary discrepancies.
- ✓ Prepare Annual Budgets for effective management of the organization.

People Management

- ✓ Establish and maintain seamless co-ordination & co-operation with all departments of the hotel to ensure maximum cooperation, productivity and morale.
- ✓ Ensure that all personnel are kept well informed of department's objectives and policies.
- ✓ Motivate and develop the team to ensure smooth functioning of the department and promote teamwork.

Financial Management

- ✓ Identify optimal, cost effective use of the resources and educate the team on the same.

Operational Management

- ✓ Preparation of the Monthly Management Accounts.
- ✓ Monitor budgetary and key performance indicator movements.
- ✓ Ensure to liaise with the company auditors and regulators.
- ✓ To develop the financial reporting and accounting systems.
- ✓ Responsible for all financial and accounting functions of the organization.
- ✓ Analyze financial implications of proposed capital projects/expenditures.
- ✓ Provide guidance to the other Department Managers regarding accounting or financial matters and analysis of financial reports.
- ✓ Develop, update, maintain and monitor the effective implementation of policies and procedures, financial position forecasts, Corporate, Management, and Internal reporting.
- ✓ Ensure to manage the development of accounting admissions, credit/collections and internal control policies.
- ✓ Stock Management and Inventory controlling.
- ✓ Prepare periodical Management Information Reports.
- ✓ Providing effective Financial controlling & also implement Control systems.

Financial Controller, Radisson Blu Hotel, Faridabad (August 2018 to January 2020)

Key Deliverables:

- **MIS** – Preparing monthly and year to date for both ownership and management and presenting the same with detailed analysis of all factors needing consideration of stakeholders.
- **Controls:**
 - Income: Ensuring all income properly accounted for. Keeping a close view on discounts & NC sales and plugging revenue leakages, if any.
 - Inventory: Controlling F&B Costs (tools: standard costs, high value consumption items, analysis in view of segment wise revenue, wastage reports), charging shortages to concerned departments/individuals, Regularly monitoring slow/non moving items and communicating to concerned departments for timely lifting to avoid expiration.
 - Receivables: Ensuring invoices being raised in time, following ups of AR and PM and conducting regular CRMs.
 - Payables: Optimising payables, ensuring smooth operations and effective working capital management.
 - Cash: Closely monitoring movement of cash, ensuring all cash sale is properly accounted for and all petty cash issued is authorised. Also, regular surprise physical verification of all float cash as well as GC's cash.
- **Management support** – Financially scrutinising all the contracts of the Hotel and giving inputs there to. Computing and analysing the return on investment (ROI) and profitability of various business ventures of the Hotel.
- **Liaison** – Developing and sustaining cordial relations with Banks, vendors and concerned government departments on finance related matters, to ensure smooth financial and other operations.
- **Budgeting** – Preparing annual budgets with a methodical approach so as to keep it both realistic & challenging, meeting the aspirations management and ownership.
- **Purchases** – Reviewing the work of purchase department and suggesting improvements, if any, by use of costing principles like 'buy or rent', quantity optimisation, etc.
- **Finalisation and Audit** – Drafting of Balance Sheet in accordance with accounting standards and laws & rules governing the same. Oversee statutory, tax and internal audits conducted by independent auditors on timely basis. This includes addressing various issues raised by auditors and giving clarifications to them to ensure positive reports from them.
- **Taxation** – Ensuring compliance to all the tax depositing & return filing requirements of TDS, advance income tax, GST and VAT.

Manager – Finance & accounts, Ramee Group of Hotels and Resorts, UAE (August 2016 to July 2018)

Key Deliverables:

- **Management Information System** – Preparation of monthly MIS and presentation of the same to the Chairman highlighting profit/(loss) for the month and year to date periods along with detailed analysis and study of major variances vis-à-vis previous periods.
- **Finalization** – Coordinating the preparation of Financial Statements (Balance Sheet, Statement of Profit & Loss and Notes to accounts) and getting the same audited by coordinating with external auditor and settling their queries and requirements with regard to same.
- **Scrutiny/Review of books of accounts** - Periodic review of books of accounts to ensure correctness and authorization of accounting entries passed therein. This includes, review Daily sales reports, ageing of receivables & payables, fixed assets & inventories, bank reconciliations and physical verification of cash.
- **Internal controls** – Assessment of risks and establishing internal controls for effective financial operations and ensuring that the same are in force at all times. Review of various operational factors such as food & beverage costs, efficient menu pricing, discounts and NC reports, high consumption items, promotions and daily sales report.
- **Cash & bank management** – Ensuring optimum management of cash and bank by way of rigorous follow up of receivables and continuous prioritization of payables in company's interests.

- **Overseeing efficiencies of purchases** - Ensuring the genuineness of requisition and deciding upon the final quotation from all the available ones, considering the price and quality offered.
- **Profitability analysis** - Analyzing outlet wise profitability & efficiency, and implementing the necessary measures for feasible cost curtailment and revenue maximization.
- **Statutory compliances** – Ensuring timely and adequate collection and deposit of correct amount of dues such as VAT, Municipality taxes and Tourism Dirham.

Sr. Manager – Accounts, Spentex Industries limited, New Delhi, (Mar 2015 to Aug 2016)

Key Deliverables:

- **Finalization** – Preparation of Head Office's and Trading Divisions' Financial Statements for annual and quarterly closing of books of accounts and Consolidation of Financial Statements.
- **Audit/Limited Review/Tax audit** – Handling audit by way of preparing and getting prepared, details, requirements and forms for audit. Interacting with auditors and settling their queries/issues.
- **Management Information System (MIS)** – Preparing Management Information System (MIS) reports on monthly basis highlighting profit/(loss) for the month and year to date periods along with detailed analysis and study of major variances vis-à-vis previous periods.
- **Scrutiny/Review of books of accounts** – Periodic review of books of accounts in SAP to ensure correctness and authorization of accounting entries passed therein.
- **Drawing Power Statements** – Preparing Drawing Power (DP) statements for submission to bank.
- **Cash flows** – Review and execution of Monthly and weekly cash flow reports, based on expected inflows and outflows received from various departments and units.
- **Statutory compliances** – Ensuring timely deduction & deposit of statutory dues and submission of the related returns within the time limits prescribed by relevant laws.

Audit Manager, J.C. Bhalla & Co., Noida (Jan 2011 to Mar 2015)

Key Deliverables:

- Organize and execute Statutory audit, Limited reviews and Tax audit of Books of Accounts including consolidated of financials, within prescribed time limit, some of the organizations being:
 - Triveni Engineering and Industries Limited.
 - Bharat Sanchar Nigam Limited.
 - Hotel Excelsior Limited (Shangri La's Eros Hotel).
- Internal Audit of Public Ltd. Companies on Various Criteria and reporting thereupon.
- Compliance Audit of Member of Stock Exchanges.

Education

- Certificate Course on Ind AS.
- CA (Final), Nov.2008 (1st attempt)
- Bachelor of Commerce (Honours) from Delhi University, 2006
- Intermediate from CBSE Board
- Matriculate from ICSE Board

IT Skills

- Well versed with Sun Systems, Opera, Symphony, Boss systems (Alif), SAP, IDS, Tally, MS Busy.
- Well versed with MS Office and Internet.

Personal Dossier

- Date of Birth: August 31, 1985
- Father's name: Mr. H.B. Singh
- Marital Status: Married
- Interests: Current affairs, exploring new places, playing badminton.