



SANJAY KUMAR LAL

S-370, 2nd. Floor, School Block, Shakarpur, Delhi-110 092
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ACCOUNTS & FINANCE PROFESSIONAL

PROFILE: An experienced **accounting professional with over eighteen years rich experience.** Experience in implementing financial procedures, maintenance & finalization of accounts as per statutory requirements. Proven expertise in handling GST, TDS and General Insurance matters and ensuring statutory compliance. **Working knowledge of MS-Word, MS-Excel, MS-Power Point, Tally 5.4 & 7.2 & SAP software .** A brief of some of my strategic skills is appended here below:

Financial accounting	Internal & Statutory audit	Balance Sheet Finalization	Overall activity on Corporate group label (General Insurance)
Fixed Assets, Receivables, Payables in SAP along with GST returns/ compliances, TDS, Over all roll Head of Plant Accounts Department	MIS / G/L Reconciliation/ Scrutiny	Coordination	Risk assessment/Renewals/finding adequacy of coverage/Claim settlement

- Sincere and dependable with capability to deliver within tight work schedules.
- A versatile team player with flair to learn and implement new technologies.

CORE COMPETENCIES

Accounts/ Finance/Legal Compliance

- ✓ Head of Department and developing team
- ✓ MIS preparation
- ✓ Review of Vendor Advances – Revenue/Capital
- ✓ Preparing and analysis of Debtors/ Creditors/Inventory aging
- ✓ Budget Control
- ✓ Fixed assets Schedule Preparation & Capitalization
- ✓ Costing Run in SAP and analysis of BOM vs Actual Buying
- ✓ Foreign payments
- ✓ Filing GST Returns and It's compliances, TDS/TCS calculation and preparing return
- ✓ Administering the finalization of the accounts, G/L
- ✓ Checking & Finalizing & posing D/N, C/N, JV

GENERAL INSURANCE

- ✓ Handled General Insurance Policy (Fire, Open Marine, Machine Breakdown, Money in transit, Group Accident/Mediclaim Insurance Policy) renewal, finding adequacy of coverage, risk managing, competitive premium quotes for cost saving and fast claim settlement.

Commercial Operations

- ✓ Prepared Vouchers, Estimates & Sales invoices there from in Tally, Stock statements/ verifications, Salary sheet & Analysis reports.

- ✓ Handled Petty Cash operations, dealing with parties regarding Receipts & Payments & Coordinating colleagues in related operational procedures for smooth process efficiency.

MIS/ Payroll

- ✓ Supervised the preparation of MIS reports to provide feedback to top management on financial performance, viz., Cash Flow and Fund Flow management etc.
- ✓ Handled Payroll Processing function involving computation of Salaries and filing of Income Tax, DVAT, Service Tax, TDS & other statutory returns.

Auditing

- ✓ Conducting Statutory/ Internal & analyzing existing systems for proposing improvisation measures.
- ✓ Preparing audit schedules and ensuring completion of the same within the stipulated time frame.

Taxation

- ✓ Ensuring adherence to rules and regulations as per various acts, inclusive of filing various returns as contemplated therein.
- ✓ Co-ordinating & guiding filling & submission of timely returns for compliance under Income Tax.
- ✓ Interfacing with GST authorities for timely filing of various returns

Administration

General Administration

- Up keeping all equipments & keeping track of Monthly Bills.
- Filling and partly responsible for maintaining discipline in the office.
- Planning the infrastructure/ facilities and working towards minimizing the operational expenses/ costs.
- Identifying scope for process enhancements for continuous process effectiveness.

HR Administration

- Preparing contract of New Employees and calculation of their expected Salaries.
- Maintaining records of Employees' details including attendance etc.
- Opening of Bank Accounts of Employees.

PROFESSIONAL EXPERIENCE

Since Nov-07	Dy. Manager	Krishna Maruti Ltd. Seat Div.-III Becharaji, Gujarat
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Apr'1999- Oct.-07	Account Officer	Hemant International Karol Bagh, New Delhi
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Part-time Job

May'06- Mar'07	Accounts Executive	Rama Photos (P) Ltd. Khan Market, New Delhi
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Played an instrumental role in the achievement of a strong internal control system on stock, debtors and Creditor's management. Average Collection period reduced.

Nov.'1993- Nov.'96	Article Clerk	U. K. Kamath & Associates (Chartered Accountants) Naraina, New Delhi
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Engaged in Audits, Book-Keeping up to finalization of Balance Sheet.

ACADEMIA

ICAI (Inter)	ICAI	1999
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B.Com (Hons.)	Magadh University, Bodh Gaya	1991-1993
12 th Commerce	Magadh University, Bodh Gaya	1988-1991

OTHER PARTICULARS

IT Skill Set : MS-Word, MS-Excel, Powe Point, Tally 5.4 & 7.2 and **SAP**

Date of Birth : 03rd. Dec. 1972