

# ANAND BISHT

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**MBA in Finance and Banking** equipped with extensive experience of more than nine years in Financial Accounting & Reporting, Regulatory Compliance, Auditing. Employs excellent analytical and logical skills and multi-tasking strengths. Demonstrated ability to improve administrative operations related to finance and accounts, increasing work process efficiency and profitability through functional and technical analysis.



## Professional Skills Synopsis

- ❖ **Management & Financial Accounting**, Bookkeeping, Vouching, Documentation and Reporting (As per Indian GAAP).
- ❖ **Treasury Management** - Bank Reconciliation Statement/Report, Cash flow statement/Report, Co-ordination with the bank for various banking activities i.e. issuance of bank guarantee/ FDs, foreign remittances, implementing new banking relationships, credit facilities, liaison with financial departments, etc.
- ❖ **Accounts receivable/payable management** (Invoicing/ Collections/ Payments/ Statement/ Reconciliation/Co-ordination)
- ❖ **Direct/Indirect Taxation** Income Tax, GST, TDS, Sales Tax (VAT), Service Tax (Accounting, Computations, Reconciliations, Deposit & Return Filings), Reconciliation of TDS receivable FORM 26AS.
- ❖ **Fixed assets** register/ record management, Calculation of Depreciation.
- ❖ **Financials** (Trial Balance, BS and P&L Accounts), Interpretation of financial data.
- ❖ **MIS** (Management Information System) Report and Monthly/ Quarterly/ Bi-Annually/ Annually Closing reports.
- ❖ **Auditing** (Con-current, Internal & Statutory), and Drafting audit reports.
- ❖ **Facilitate internal/ statutory audits**, draft replies of statutory department notices and auditor's queries, liaison with statutory departments.
- ❖ **Payroll** management (Salary and tax computation & processing, Calculation of ESI/ PF & PT, Full & Final Settlements, Issuance of Salary certificates/slips).
- ❖ **Income tax returns** of corporations and individuals.
- ❖ **Foreign remittance** form 15CA and Form 15CB (Consultant).
- ❖ **Budgeting and forecasting**, allocation of funds, preparation of fund utilisation certificates, Variance analysis between budget and actual expenditures.
- ❖ **Company Secretarial/ ROC compliance** related work (Company registration documentation, Partnership/ proprietorship firm registration, GST/TIN/ST registration, PAN/ TAN application, Director appointment/ cessation, DIN & DSC application, Agreements write up, notary and up-keeping).
- ❖ **Import** documentation.
- ❖ **Due diligence** and valuation of entities for merger and acquisition.
- ❖ **Public sector accounting** procedures as per GFR & AS-12 and **government grants** management, Note-sheet drafting.
- ❖ **Government procurement** process through GEM (Government E-Marketplace).
- ❖ **PFMS** (Public financial management system) & prepare UCs (Utilisation certificates).

## Highlights

- Results-oriented
- Strategic and financial planning
- Strong technical accounting skills
- Problem analysis and resolution
- Attention to detail
- Team player
- Operability and commitment
- Flexibility and ability to adapt the change, Resistance to stress
- Good manners, Integrity/honesty
- Passion to continuous learning

## Education

- MBA: Finance & Banking – '2015  
Sikkim Manipal University, Delhi, India.
- Bachelors of Commerce - '2012  
University of Delhi, Delhi, India.
- Secondary Schooling (XII) Commerce - '2008 C.B.S.E., Delhi, India.

## Technical Skills

- Indian GAAP and Regulatory compliance
- Tally ERP9 & old versions
- MS Office (Excel, Word, Power Point, Outlook, etc.)
- Compu-office, Web-Tel
- BTMU-Mr. Omakase (Japanese banking tool)
- AS-12 & GFR, PFMS and GEM.

# **Experience**



**NIESBUD – Ministry of Skill Development & Entrepreneurship,  
Government of India, Noida, UP, INDIA**

**Assistant Manager – Finance and Accounts  
April'2017 – Till Date**

- ❖ Overseeing and managing the financial transactions, activities, and fund flows of 01 National E-Hub & 14 Nodal hubs on PAN INDIA level under the scheme.
- ❖ Prepare budget outlay and allocation of various overheads and deliverables for five years of the scheme for **INR 499.94 Crores**.
- ❖ Prepare monthly, bi-annually, annually budget sheets for various overheads.
- ❖ Forecast future expenditure as per the scheme in order to meet the requirement of deliverables considered in five years budget.
- ❖ Presenting a true and fair view of the financial position of the scheme by way of timely preparation of monthly reports, analyzing the expenditure allocation on a monthly basis, and facilitating financial reviews.
- ❖ Supervision & preparation of books of account and consolidation of the financial data of National and Nodal hubs as per GFR norms and AS-12 (Indian GAAP).
- ❖ Liaising & co-ordination with the bank, making fund flow statements of various bank accounts of the scheme.
- ❖ Manage accounts payable/receivable, employee reimbursements, salary disbursements, utility bills payments, fund transfers (Capex/Opex) to empanelled institutions, fund transfers to content partners, training partners, and manpower agencies, manage receipts from paid programs, sponsorship agencies, ministries, and other sources.
- ❖ Prepare note-sheets for solicit approvals from the ministry for releasing dues of vendors, stakeholders and employee reimbursements & settlements.
- ❖ Computation of salary income, deduction of taxes, deposition of taxes, and realization of payouts.
- ❖ Prepare statements of utilized and un-utilized funds and submit the report to HOD or Director Finance, prepare budget of activities for required grants from ministry. Prepare utilisation certificate of incurred expenditure in accordance with the GFR FORM 12A.
- ❖ Verification of fund utilisation certificates and bills submitted by the enrolled institutions and partners towards the released fund and co-ordinate in case of any occurrence of anomalies in invoices or documents.
- ❖ Prepare tax computation and return data of withholding tax TDS, GST, and Income Tax.
- ❖ Prepare GSTR-1 statement, reconciliation of GSTR-2, preparation of reconciliation sheet of GST computation, and tax payment through online mode GSTR-3B.
- ❖ Reconciliation of FORM 26AS for TDS input tax receivables.
- ❖ Facilitate the procurement process through GEM (Government E-Marketplace Portal) to explore the requisite products and services from registered vendors.
- ❖ Actively participated in the implementation of the PFMS (Public Financial Management System) module in the organization.
- ❖ Adhere to internal assessments of expenditure notes and invoices put up by the various internal departments for incurred or proposed expenditures and provide the suggestions or observations in case of any anomalies or scope of improvement comes out.
- ❖ Assist in conducting internal, statutory audits by CAG and draft replies towards audit observations, memos and notes.
- ❖ Conducted audit/physical verification of fixed assets of the Institute for the period of 06.07.1983 to 30.06.2018, and drafted the report to submit to the competent authorities.
- ❖ Prepare ad-hoc data/reports on short notice of ministry or competent authorities related to budget analysis, component-wise expenditure statement, budgeted Vs actual variance analysis report.

**Fastway Transmissions Pvt. Ltd.  
Delhi, INDIA**



**Assistant Manager – Finance and Accounts  
August'2014 – April'2017**

- ❖ Manage the financial activities of 13 joint venture companies of FTPL in North India's territories as Haryana, Delhi, Rajasthan, Uttar Pradesh & Uttarakhand. Co-ordinate with JV partners towards their finance and accounts related matters.
- ❖ Prepare monthly reports, analyse the expenditure on a monthly basis, making variance analysis reports.
- ❖ Supervision of books of accounts maintained by the team mates to consolidate the data to submission for management's review.
- ❖ Supervise the books to rectify the errors made by the team in compliance with the norms.
- ❖ Prepare monthly closing reports, sales reports, collection reports, bank reconciliation statements, Inter-branch reconciliation statements, tax compliance sheets, debtors /creditors statement, monthly budgets of networks, fund inflow/outflow statement, CAPEX/OPEX statement, network wise/entity wise profitability statement for management's review.
- ❖ Prepare various other ad-hoc financial & management reports as per the requirement of HOD, CFO, Internal Auditors & MD.
- ❖ Actively participated to implement the process/system of synchronisation of financial data/transactions with the head office from branch office on per diem basis through online mode by ERP.
- ❖ Responsible to clarify the queries in case of any irregularities occurred during the financial data transfer.
- ❖ Facilitate and conduct internal assessment of books of account and co-ordinate with auditors to conduct audits in regular intervals.
- ❖ Assist in conduct statutory audits and draft replies towards audit observations, memos and notes.

- ❖ Compile periodic statutory liabilities data like TDS, Income tax, Advance tax, Service tax, Sales tax VAT, PF/ESI of all the JVs, and be ensured to timely deposit/submission/file into government's account through online/offline modes as per prescribed norms and timelines.
- ❖ Manage regular fund positions and requirements of the business.
- ❖ Prepare and manage monthly/quarterly/half-yearly closing data of broadcaster's outstanding and creditor's payouts (Accounts payable/receivable) as well as debtor's outstanding and ageing report. Co-ordinate with HO for releasing the payouts of creditors.
- ❖ Build good relationships with creditors/debtors to negotiate payouts/receipt terms.
- ❖ Supervision and preparation of the Salary payouts and co-ordinate with HO (HR & Accounts-HO) for disbursal of the payouts.
- ❖ Verify reimbursement claim bills of employees as per organisation's entitlement policy to release the payments.
- ❖ Facilitate to expedite in finalization of monthly, quarterly, half-yearly, and annual financial statements of each JV and in consolidation.
- ❖ Travel to HO (Ludhiana,PB) and JVs (Rajasthan,UP,Delhi,Haryana) on regular intervals for various finance related matters.
- ❖ Articulate amended modus-operandi among teammates and JVs after instructions of management or head office to improve the internal system.
- ❖ Attend Income tax, Sales tax & Service tax vigilance team while they visit.
- ❖ Compile/Assemble financial records, statutory documents in case of any litigation or scrutiny occur by any statutory body.
- ❖ Maintenance of documents like legal agreements with broadcasters, LCOs (Local Cable Operators), Lease/rent, Advocates, Consultants, ROC documents in digital and physical form.

#### **Additional Responsibilities**

- ❖ Due diligence – Have been an active member of the due diligence team for calculate the valuation of new entity for acquisition.
- ❖ Import documentation – Co-ordinate with the CHA to compile the documents for importing the goods from China.
- ❖ ROC Compliances – Executed various ROC related following tasks in multiple occasions.
  - a. Company registration documentation
  - b. Registration of Partnership/proprietorship firm
  - c. ST/GSTN/TAN/TIN/PAN registration
  - d. DIN application
  - e. DSC application
  - f. Auditor's appointment
  - g. Director's appointment/cessation
  - h. Drafting legal documents (Rent deed/Partnership deed)
  - i. Issuance of share certificate
  - j. Import/export license application



**Tokyo Consulting Firm Pvt. Ltd. (Japanese MNC)  
Gurugram (Formerly Gurgaon), Haryana, INDIA**

**Executive – Finance and Accounts  
May'2013 – August'2014**

#### **Financial & Management Accounting and Reporting / Direct & Indirect Taxation/ Payroll Management**

- ❖ Look after multiple Japanese clients (organizations) to perform vital roles in each organization in relation to the management of books of accounts, manage accounts payable/ receivable, prepare closing reports, prepare MIS, Salary computation and disbursal, Salary tax computation and payments of domestic and expat employees, Service tax/ Sales tax VAT/ TDS/ Income tax/ Advance tax calculation, payment and return filings, ROC compliances.
- ❖ Manage tax and regulatory compliances like Service tax, Sales tax VAT, withholding tax TDS, advance tax, income tax related operations involving maintenance of statutory records, registration, timely payment, timely submission of returns in compliance with norms.
- ❖ Prepare and upload the foreign remittance certificates Form 15CA & 15CB for payment to non-residents.
- ❖ Revision of tax returns against demands or notices raised by statutory departments.
- ❖ Submit monthly financial reports before the stipulated timelines given by the Japanese management of clients.
- ❖ Visit the client's place to prepare and maintain the Books of accounts, vouching & documentation, etc.
- ❖ Regular general ledger input, scrutiny, and analysis of books, manage sales accounting, invoicing, outstanding, and collections.
- ❖ Coordinate with clients to assist them in routine financial transactions and their queries.
- ❖ Responsible for payroll management of clients (Expat and domestic employee's salary calculation, tax payment, salary disbursal, salary slip generation, Issuance of Form -16).
- ❖ Responsible to make bank remittances and payments through online fund transfer utility of "Bank of Tokyo Mitsubishi" namely "BTMU-OMAKASE" to vendors, reimbursements of employees, taxes, salaries of domestic and expat staff of multiple clients and own organisation itself.
- ❖ Facilitate statutory audit for the successful execution of the audit assignment.
- ❖ Prepare and assist seniors in finalization of monthly, quarterly, and annual financial statements of clients (BS, P&L, and Trial Balance). Reconciliation of financial statements in compliance with the prescribed norms.
- ❖ Prepare income tax returns and statutory audit reports Form 3CA / 3CB.
- ❖ Basic work exposure to prepare the annual Transfer Pricing report Form 3CEB towards international transactions.

### **Accounts & Finance / Direct & Indirect Taxation**

- ❖ Bookkeeping and vouching, preparation of sales invoices, verification and posting of purchase/service bills, management of bills payable/receivable, preparation of petty cash and sundry expenses details, prepare cash inflow/outflow statement, Prepare bank reconciliation statement of various corporate and non-corporate clients and assist seniors to finalise the books.
- ❖ Prepare and submit TDS & TCS returns for salary and other than salaries (Form 24Q, 26Q, 27Q) of more than 35 corporate and non-corporate clients independently along with other routine assignments/tasks. Revision of returns in case of any ambiguities or notice received from statutory departments, Download and issuance of Form 16/16A to salary deductee's and other than salary deductee's.
- ❖ Prepare various tax reports like TDS, Sales tax (VAT & CST), Service tax, Income tax reconciliation statement of multiple clients and liaison with departments.
- ❖ Assist seniors to finalise the Financials (Balance Sheet, Profit & Loss Statement) of clients.
- ❖ Performed monthly/annually con-current, internal and statutory audits in following prestigious organizations:

### **Auditing (Con-current, internal and statutory)**

|   |  |
|---|--|
| <b>Name of organisation</b> – <b>Time Technoplast Ltd. (Plastic molding plants)</b>                         | <b>Con-current audit (3-5 days visit in a month)</b> |
| <b>Location</b> – <b>Rudrapur, Pant Nagar, Uttarakhand), 2 units and, Baddi, Himachal Pradesh), 4 units</b> | <b>Period: For 2 years 2 months</b>                  |

- Scope of audit work:**
- a. Physical verification of all forms of inventories i.e. Raw material, Work in progress (WIP) and Finished goods, Non-moving stock, Verification of daily production MIS reports, Inventory MIS report.
  - b. Verification of vouchers (Sales and dispatches, Purchase, Journal, Cash)
  - c. Verification of Excise register, verification of PF/ESI compliances, Verification of statutory dues (TDS, Service tax, VAT, WCT, Advance tax) and payment challans and returns.
  - d. Physical verification of cash.
  - e. Verification of Goods receipts report, goods transfer challans.
  - f. Verification of power and diesel consumption reports and statement.
  - g. Draft audit reports and submit for management's response.

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|--|---------------------------------|
| <b>Name of organisation</b> – <b>Orient Fashion Exports (India) Pvt Ltd (Giant garment manufacturer)</b> | <b>Internal audit (Regular)</b> |
| <b>Location</b> – <b>Okhla industrial area, Delhi, 38 Subsidiaries</b>                                   | <b>Period: For 6 months</b>     |

- Scope of audit work:**
- a. Verification of all forms of inventories i.e. Raw material, Work in progress (WIP) and Finished goods, Verification of daily production MIS reports.
  - b. Verification of vouchers through integrated software "PARIDHAN" (Sales, Purchase, Journal, Cash)
  - c. Verification of PF/ESI compliances, Verification of statutory dues (TDS, Excise, Service tax, VAT, WCT, Advance tax) and payment challans and returns.
  - d. Draft audit reports for submit to management and advise execution team for rectification of errors.



I, declare that all the above information provided is true to the best of my knowledge.

**Date:**

**Anand Bisht**  
**Delhi, INDIA**