

## **Ombir Singh**

---

### **Account Manager (Accounts & Finance).**

*Anand CHS Sardar Nagar No:1,*

*Sion East 400028.*

*☎ - 8652676511. ✉ - ombir308@gmail.com.*

### *Skill Summary:*

- ❖ *Project accounting, Audit co-ordination, Account reconciliation.*
- ❖ *Having good knowledge in Accounts payable, Accounts receivable & Direct & Indirect Taxation (GST /TDS / PF).*
- ❖ *Ensures that systems, policies, and SOP adhere to company policies with ref. to accuracy and timeliness.*
- ❖ *Scrutinizing the General & subsidiary, ledger and making corrections.*
- ❖ *Skilled in handling audit assignment; required for audits & sharing the same with the audit teams.*
- ❖ *Team Leadership(Guide the team through consecutive with minimum audit adjustment, showcasing exemplary record keeping and process compliance).*

### *Experiences:*

*Kiranakart Technology Pvt Ltd-(Zepto) (Account Manager - Finance) Nov.2022 to Dec-2023.*

- *Review day to day accounting and bookkeeping function.*
- *Maintain accounting functions including maintenance of general ledger, accounts payable, customer vendor relations and project accounting; ensures accuracy and timeliness.*
- *Preparing accounts payable/ receivable statement and processing vendor payments(Trade-Non Trade) as per due date.*
- *Training and supervising accounts payable to team members.*
- *Monitor and ensure all the invoices are processed on time.*
- *Review the transaction Posted by Executive/Sr.Executive and check the supportive documents to ensure accuracy of transaction posted.*
- *Maintain SOPs and Checklists are updated immediately, and the process is documented effectively.*
- *Maintenance of master data in relation to suppliers.*
- *responsible for creating customer masters by coordinating with the sales team.*
- *Ensure correct booking of revenue on monthly basis and performing all the month end/quarter End and year end Process as per SOP.*
- *Assisting Sr Manager to Preparing Monthly MIS, month end year end books Closure.*

- *Verification of Supplier Margin reconciliation done by Team.*
- *Monitor vendor outstanding and manage working capital, ensuring payment are as per Budgets.*
- *Reporting on the accounts payable status on weekly basis to the TOP Management.*
- *Work closely with operations on Monthly/Quarterly/Annual books closers, reporting and variance analysis.*
- *Expert in AR Management and revenue accounting principles, having strong skill to implement and monitor AR Process for new product /service. analyzing customer creditability as per norms.*
- *Scrutinizing the General & subsidiary, ensure correct tax posting of invoice.*
- *Automation of invoicing and leading AR/AP both teams, bank reconciliation cross checking Invoices on Platform.*
- *TDS reconciliation with 26AS and its accounting.*
- *Identify and manage compliance issue also prepare and collate financial data for internal and external audit.*
- *Verify vendor accounts, pay vendors and resolve purchase order, invoice or payment discrepancies.*
- *Ensures that systems, policies, and SOP adhere to company policies with ref. to accuracy and timeliness.*
- *Having good knowledge in Accounts payable & Invoice Booking, Direct & Indirect Taxation (GST /TDS / PF, ESIC).*
- *Assist in month-end closing activities – (schedule for Prepaid, Provision for expenses etc).*

*Nykaa E- retail Pvt Ltd. (November 2017 to Oct -2022)*

*Designation: Assistant Manager (Finance & Account, R2R).*

*Profile & Role:*

- *Deep understanding of billing and commercial aspects involved in AR functions. Ensuring no revenue leakage and required checks to avoid any exposure.*
- *Freezing all retails outlet revenue in tally, ERP also verifying Revenue GL in Trial balance on monthly basis.*
- *Incorporate credit Period in ERP and Tally and ensure payment are made as per credit Period.*
- *Maintaining Payable ageing on weekly basis & releasing the Vendor payouts as per their Due Date.*
- *Good knowledge and experience in accounting (issues and updates) and consolidation.*

- *Work closely with operations on Monthly/Quarterly/Annual books closers, reporting and variance analysis.*
- *Preparing related party Schedule for Elimination, assisting AVP to preparing financial statement.*
- *Reconciling Intercompany loan accounts with holding company on monthly Basis.*
- *Handled large volumes of invoicing and accounting transactions, knowledge of GST,TDS, Linked to Invoicing.*
- *Automation of invoicing and leading AR/AP both teams, bank reconciliation.*
- *Receipt booking and automation of Receipts directly apply to invoices. Experience In ERP Migration.*
- *MIS Reporting related to AR Function.*
- *Identify Revenue gaps and Implement Process Improvement.*
- *Reconciliation of related party borrowing. Clear billing discrepancies.*
- *Vendor Balances Scrutiny, Review DN/CN on Vendor.*

*True Value Marketing Services Ltd Mumbai. [ 28 April 2014 to Oct-2017 date]*

*Designation: Assistant Manager (Finance & Account)*

*Profile & Role:*

- *Expert in AR Management and revenue accounting principles.*
- *Operating systems well versed in tally ERP-9.*
- *Supporting Sr. Manager to Preparing monthly MIS report.*
- *Issuing TDS certificates - form 16/16a.*
- *Completed month end year end closing, kept records audit ready and monitored timely recording of accounting transaction.*
- *Ensure accurate and timely booking of all purchase Entry and Expenditure Entry in ERP, Tally.*
- *Supervising booking of supplier invoices and all other vendor invoices.*
- *Ensure submission of time reports to Management.*

*New India Extrusions Pvt Ltd. - Mumbai (01.04.2012 to 27.04.2014.)*

*Designation: Sr. Executive (Accounts & Finance).*

*Profile & Role:*

- *Bank reconciliation statements-CMS – monthly activity.*
- *Handling petty cash.*
- *Follow up on pending audit points/queries (continuous activity).*
- *Analysis of various expenses and facilitating the finalization of monthly accounts.*
- *Reconciliation of bank accounts and various client/vendor accounts.*
- *Reconciliation/settlement/ follow up and recovery of various staff advances.*
- *Ensuring statutory compliance including tax deduction at source on various.*
- *Payments and filing various TDS returns.*
- *Functioning of the department. Verifying rates as per contract or verifying rates as per purchase order & bill.*  
*Preparing daily bank position statement to keep track on the financial position & reporting to the general Manager-accounts.*
- *Knowledge of tally. ERP 9.*
- *Control over debtors and creditors bills payable, bill receivables, collection/recovery/ follow up payments.*
- *Banking –day to day check clearance, deposits, and withdrawals.*
- *Preparing monthly payroll & payment of salary.*

*S.P.C ElectroTech Pvt Ltd. - New Delhi (01.10.2011 to 31.03.2012)*

*Designation: Accounts Assistant*

*Profile & Roll:*

- *Facilitate conversion of client accounts from manual to computerized billing using tally ERP 9 billing system.*
- *Make tax invoice in tally ERP system release 6.5.3*
- *Generate tally reports; balance sheet; assist in month-end processing.*
- *Manually post and reconcile checks, backup, and assistance.*
- *Maintain all sales; purchase; receipt; payment entry in system.*
- *Coordinate with all clients regarding order and payment collection.*
- *Bookkeeping, bank deposits.*

- *Check daily basis account status in online banking.*
- *Make NEFT payment our suppliers through internet banking.*
- *process and distribute daily cheques, review Cheque request.*

*Personal Details:-*

*Nationality: Indian.*

*Gender: Male.*

*Marital Status: Married.*

*Educational Qualification: M com. Paranuchal university Jaunpur [2011], CMA (intermediate).*

*Date of birth: 15th Feb 1985.*

*Language Known: Hindi / English.*

*Notice Period: Served.*