

## **Ombir Singh**

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

Anand CHS Sardar Nagar No:1,

Sion East 400028.

Ø - 8652676511. Ø - 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 mange 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.