

Kanhaiya Rajgarhia

315, BL-A, Lake Town Kolkata – 700089, Phone: +91 9903775104, Dob – 31st Dec 1988, Email-
kanhaiya_34@yahoo.in

Career Objective

Hard working and ambitious, I would like to be a part of the organization where I can grow in terms of knowledge, skills and positive attitude and put to an effective use my analytical abilities and professional competence in the areas of accounting, auditing & finance so as to align self development with organizational development.

Skills

- Audit Operation
- Financial Management
- Income Tax Compliance
- MIS Reporting
- Account Reconciliation
- Accounts Payable and Receivables
- Financial Reporting & Analysis
- Record to Report

Professional Experience

M/S Shyam Steel Industries Limited, Manufacturing of TMT and Ribbed Bar (**Group turnover of Rs 7000 cr approx.**)

Assistant Manager, 8/2015 to present

Selected Accomplishments:

- Review of monthly stock statement report and Quarterly Balance sheet.
- Review and Analysis of Month End Closing Activity and scrutiny of general ledger on monthly basis.
- Preparation of various MIS Reports, Data Analysis and Fund Flow Statement.
- Working/ liaising with internal and statutory auditors to the audit requirements.
- Assisting HOD in respect of Cost Audit, Finalizations, Tax Audit, and Transfer Pricing.
- Handling and Preparation of Income Tax Department Compliances.
- Working on several assessments as provided by management.
- **Managing and leading Team of Accounts Payable process of group in a professional and knowledgeable manner :-**
 1. Independently controlling Accounts payable process and handling team size of 15 people for a high volume manufacturing group and processing an average of 1000 invoices per week.
 2. Management of the full-cycle accounts payable process including invoice processing, vendor communication and payment disbursement of the group.
 3. Implemented digital document management system, reducing paper usage by 50% and reduction in processing time and improved accuracy.
 4. Processed and reconciled invoices, purchase order and expense reports, ensuring compliance with company policies and procedures.

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5. Collaborated with cross- functional team to resolve billing discrepancies and address vendor inquiries.
 6. Assisted in the implementation of a new accounts payable system, resulting in streamline processes and increased efficiency.
 7. Month end closing activities in accordance with financial close schedules and reporting process.
 8. Interacting with the internal/external audit data requirement/queries and offering management explanation.
 9. Maintained organized filing system, both physical and digital, to facilitate easy retrieval of documents.
 10. Quarterly vendor balance confirmation and proactive dispute management.
 11. Conducted periodic audit to ensure compliance with internal controls and identify areas for process improvement and government regulations.
 12. Managing Creditors Report, Ageing analysis, TDS and GST compliance.
 13. Variance analysis, payment trend and expenses trend preparation and analyzing, identification of Gap in daily MIS.
 14. Involved in finalization of books, final adjustment, clearing at month end. – Vendor Reconciliation on timely basis.
 15. Involvement in setting up of new systems related to AP module and processing and managing smooth payments with TAT- forecasting weekly/ monthly payments.
- **Managing Accounts Receivable (Dealer Marketing) process function in a professional and knowledgeable manner: -**
 1. Engaged in day-to-day operation along with follow up payment of customers.
 2. Review and monitoring several calculation reports such as DPI, Cash Discount, Monthly Schemes, Annual schemes etc.
 3. Review of payment updation and daily collection report & MIS.
 4. Payment Knock off & Settlement.
 5. Daily Customer o/s aging and circulation to respective sales team.
 6. Reconciliation of customer ledger on quarterly basis.
 7. Reconciliation of 26As on quarterly basis.
 8. Making of NSR and debtors ageing report on monthly basis.
 9. Liaising with the internal and external auditors.
 10. Implementation of several reports in sap with the help of IT.

M/S Aic Steel Pvt Ltd, Manufacturing & Trading Iron ore & Steel (Group turnover of Rs 1000 cr approx).

Accounting Assistant, 10/2013 to 7/2015

Selected Accomplishments:

- Reconciliation of Monthly Bank Statement.
- Reconciliation of Debtors & Creditors.
- Checking and Verification of Expenses Bills.
- Handling One the NBFC Company.

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- Handling and Preparation of Income Tax Department Compliances.
- Assisting HOD in respect of Finalizations and Auditing Purpose.
- Managed Vendor accounts, generating weekly on demand cheques.
- Handling Self-Correspondence with all Business Clients, Suppliers and Banks.

M/S Lux Industries Limited (S.D.International), Manufacturer of Hosiery Product.

Accounting Assistant, 07/2010 to 09/2013

Selected Accomplishments:

- Reconciliation of Monthly Bank Statement.
- Vouching of Cash and Bank Books, Sales and Purchase Register, Debtors Ledger, Creditors Ledger, General Ledger so as authenticate the figures appearing in the Books of Accounts of the Client.
- Managed the internal and external mail functions.
- Monitored and recorded company expenses.
- Perform daily entry of accounting and weekly perform checking and updating.
- Preparation of Vendor Payment (Cheque and Demand Draft)

Technology

Software: SAP, Tally ,Tally ERP, Ace9, MS Office (Word, Excel, PowerPoint)

Education

S.L. No.	Examination Passed	Year of Passing	Board / University
1.	Madhyamik	2007	C.B.S.E
2.	Higher Secondary	2009	C.B.S.E
3.	Graduation (B. Com - Hons)	2012	Calcutta University
4.	Chartered Accountant	2015	ICAI - CA inter

I hereby declare that the statements are made in this application are true, complete and correct to be best of my knowledge and belief. If any particulars of information are given above being found false or incorrect then my candidature is liable to be rejected.

Place: Kolkata

(KANHAIYA RAJGARHIA)