

CURRICULUM VITAE

Deepak Kumar Sharma

Village- Rampura Tehsil: Khandela

District- Sikar (Rajasthan)

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CARRIER OBJECTIVE

To have a successful career in your esteemed organization by contributing best towards achieving Organizational goals and in the process, seek professional development.

EXPERIENCE:

At Present working with **Minda Kosei Aluminum Wheel Private Limited, Bawal** (Rewari), Haryana (UNO Minda Group) as a Assistant Manager from March 21, 2016 to till date. MKA is an Auto Component Plant (Product - Aluminium Alloy Wheels).

Job Responsibilities -

➤ *Treasury & Banking Activities*

- Prepare daily fund MIS with BRS, Term Loan and Term Loan interest, Letter of credit, Buyers/suppliers credit details, outstanding term loan details, CC limit utilization and manage fund flow.
- Correspondence with Banks for day to day working i.e. Opening Letter of Credit, Buyers' Credit, Suppliers Credit, GR Waiver, AD codes, using RTGS, NEFT facility for making payments, Documentation for term loans, working capital etc.
- Liaison with Banker for raising of Fund.
- Monthly filing of ECB-2 return to Bank and also submit monthly Stock Statement.
- Handling auditor's quires for treasury and banking activities.
- Handling all type of foreign remittance including 15 CA & CB (All type of A1 and A2, Import Payments).
- Documentation for sanction and disbursement ECB and Term loans and also for working capital enhancements.
- Preparation and finalization of Credit Rating.
- Annual Statutory auditor hedging certificate arrangement for bankers.
- Submission documents to bank against IDPMS and EDPMS pendency's.
- Monthly Debt Matrix report.
- Maintain Account payable for releasing outstanding payment as per the payment terms decided.
- Involvement in Financial Activity of the Company.
- Day to day fund planning.

➤ *Accounts Payable*

- Calculate, post business transactions, process invoices, verify financial data for use in maintaining accounts payable records, and provide other support necessary to pay the obligations of the organization.
- Assemble invoices to be completed for payment.
- Review invoices and requisitions for satisfactory payment approval.
- Maintain copies of vouchers, invoices or correspondence necessary for files.
- Type periodic reports and other records.
- Clarify any questionable invoice items, prices or receiving signatures.
- Obtain proper information and/or data regarding invoice payments.

- Verify and calculate all extensions and totals on invoices (calculating and taking discounts when applicable),
- Prepare vouchers listing invoice number, date, vendor address, item description, amounts and coding per accounting policies and procedures.
- Vendor's reconciliations and vendors balance confirmations.
- Vendors and GL clearings.
- Handling audit of clients and preparing reports of the same.
- Reconciliation of the payments and monitor accounts to ensure payments are made up to date and resolve any discrepancies.
- Working on the enquiries of vendors and providing them with necessary details.
- Preparing monthly reports and assisting in month end closing.
- Assists auditors for the purpose of providing support and documentation on internal processes for accounts payable.
- Monitoring balances of various accounts and related financial activity.
- Monitor payments and expenditures.
- Process credit memos and debit memos.
- Maintain creditors ageing.

➤ ***Forex Management.***

- Handle the forex hedging as per better market rates.
- Handling forex exposers on daily basis.
- Preparation and analysis of MTM on monthly basis.
- Preparation and analysis monthly realized-unrealized gain/loss.

➤ ***Management Information System***

- Daily Cash Flow & Fund Flow Report.
- Related party transaction (RPT) working.
- Employee's advances and ageing.
- Prepare timely payment of statutory dues i.e. TDS, PF, ESI, Custom Duty etc.
- Looking after whole financial accounting functions up to finalization of accounts i.e. General Ledger Accounting, Receivables Accounting, Payables Accounting, Import/Export Accounting, Personal Accounting etc.
- Monthly FD's analysis.
- Employee's advances and ageing.
- Correspondence with foreign group companies for payments & reconciliation purpose.
- Handling internal & statutory auditor's queries and analysis of data like previous Qtr. to current qtr. and same as for current and corresponding qtr.

➤ ***Taxes***

- Quarterly TDS returns (24Q, 26Q, 27Q and 27EQ).
- Monthly TDS payments.
- Employees TDS calculations.

➤ ***Fixed Asset Register***

- End to end working of Capex Accounting.
- Asset creation, Asset Modification, Depreciation Calculation.
- Maintain Fixed Asset Register.
- Maintain FAR with Actual vs Budget.
- Physical verification of Assets.
- Control over the capex items from DPR vs Actual.

➤ ***Payroll Accounting***

- Monthly salary processing including POP payroll and inactive payroll in SAP.
- Manpower cost analysis on monthly basis.
- Reconciliation of salary payables,

➤ ***Others Activites***

- Independently handle to auditor for any queries related to my work and also support to team.
- Reconciliation of vendor's ledger accounts.
- Cash handling with forex cash also.
- Checking local & international travels bills according to policy.
- Import and export documentation.
- Correspondence with foreign group companies for payments & reconciliation purpose.

1. Worked **CMR NIKKEI India Pvt Ltd Bawal**, Haryana (Joint Venture-Nikkei Aluminum Company Pvt Ltd Japan and Century Aluminum Industries Pvt Ltd) as an Jr. executive From June.14 to 20th March 2016.

➤ ***Responsibilities***

- Maintaining all the day to day transaction in the book of account
- Reconciliation of Customers' Accounts
- Reconciliation of Bank accounts, Branch Reconciliation Monthly basis
- Debtors & Creditors Status on Monthly Basis
- Data Entry in Tally Package Accounting Software Tally 9
- Knowledge of BNG Store Software
- Handling bank and Cash activities
- Voucher preparation and bill Passing (Salary, Contractor worker salary, General Purchases, Raw Material Purchases. Transport freight bill)
- Controlling respective Books (Cash, Bank, Journal, Purchase Book etc.).
- Preparation of LC. Documents & Daily Finance
- Maintain General Purchase & Store Receipts Note in Tally
- Handling All Journal Vouchers.

Academic Qualification

- Matriculation from Board of Secondary Education, Rajasthan with 49.17%.
- 12th (Commerce) from Board of Secondary Education, Rajasthan with 60%.
- Graduation (B. Com) from University of Rajasthan, Jaipur with 53.61%.
- MBA Regular (Finance) from Rajasthan Technical University, Kota with 64.73%.

COMPUTER PROFICIENCY

- **Knowledge of SAP**
- Knowledge of Tally.
- Working knowledge of Windows XP Professional, MS Office.
- 03 Month course of Basic Computer & Tally Accounting.

Strength

- Sincere and loyal towards every relationship.
- Hard working & determinant
- Positive thinker
- Doing challenging works
- Team Player

Personal Detail:

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|-------------------|------------------------|
| • Fathers Name : | Mr. Shankar Lal Sharma |
| • Date of Birth : | 15 January 1988 |

Classification: **Internal**

- Nationality : Indian
- Religion : Hindu
- Marital Status : Married
- Sex : Male
- Current CTC : 10.12 Lakh P. A.
- Expected Salary : As Per Industry Norms

Declaration

I, hereby, declare that all the mentioned information is true and correct to the best of my knowledge.

Date : Place: (Deepak Kumar Sharma)