

# CA ARJUN SINGH

## Professional Summary

- Enterprising professional with nearly 11 years' experience in impacting organization profitability through Finance & Accounts expertise
- Proficient in preparing Budgets, MIS, Financial Planning & Analysis And Financial Models - DCF Technique
- Proficient in steering accounting operations, financial transactions, reconciliations, P&L account, costing and so on
- Implementation of Internal Controls & SOP's as suggested by Internal Auditing Committee.
- Incisive knowledge of reviewing compliance with accounting standards; ensuring that audit documentation is in compliance with quality standards of the company
- Successfully presenting fair view of the financial position of the company by way of timely preparation of annual reports and analysing expenditure on monthly basis to control expenses

## Work History

### GM Analytics Solutions – Finance Controller

GURGOAN, HARYANA

04/2020 - Current

- Support F&A Team of US, self-directed and accountable for Accounting Operations of the Team.
- Monitoring large volume of entries posted on daily basis, reconciliations, analysis, production of monthly financial reports, maintain adequate system of accounting records.
- Monitors the financial performance of the practices and companies
- Directly manages offshore Accounting personnel including; Staff Accountant(s), Accounts Payable Specialist(s), and Accounting Manager(s).
- Works directly with US leadership to ensure tasks are completed timely and accurately
- Monitors and enforces policies and procedures.
- Protects assets by establishing, monitoring, and enforcing internal controls.
- Manages all offshore accounting operations including A/R, A/P, GL, F/A, and revenue recognition.
- Oversees the preparation and publishing of timely and accurate

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## Skills

- Finance & Accounts
- MIS & Budgeting
- Accounts Payable & Receivables
- Auditing/Taxation/Administration
- Cash Flow Management
- Regulatory Reporting
- Account Reconciliations
- Team leadership
- Self-motivated professional
- Statutory reporting
- Problem-solving

## Education

### ACCA

Greater London, England

**ACCA:** Accounting And Finance

Pursuing ACCA - Professional Level

May 2011

### ICAI

Delhi

**Chartered Accountant:** Accounting And Finance

2006

### Delhi University

New Delhi

### B.Com

monthly financial statements and closing packets.

- Ensures quality control over the financial transaction and financial reporting.
- Communicates financial metrics to senior management.
- Provides leadership and support to staff.
- Adheres to business processes and accounting policies to maintain and strengthen internal controls.
- Prepares special reports by collecting, analysing, and summarizing information and trends.

2003

**Kendriya Vidyalaya No. 2 MIRC**

Ahmednagar, MH

**XIIth: Commerce**

2001

**Army Public School Beas**

Gazi Gadana, PB

**High School Diploma**

#### **HARMONY SYSTEMS PVT LTD - General Manager - Finance**

GURGOAN, HARYANA

12/2018 – 03/2020

- Created organizational structures to improve the accounting and finance functions for Raghavendra Rathore - Jodhpur and its group companies.
- Assisted in the preparation of budgets and financial forecasts of all group companies.
- Performed banking, business administration and financial tasks to guarantee five-star service for clients.
- Developed budgets and strategic plans for day-to-day operations.
- Executed core financial processes, including vendor setup and payment, operational expenses, administration of bank accounts and account reconciliations.
- Decreased monthly expenditures by 15% through effectively reviewing documents and identifying problem areas.
- Trained new and existing staff members in various financial procedures to help each prepare for job requirements.
- Identified improvement changes regarding key processes for internal controls and accounting procedures.
- Improved overall financial reporting by redesigning control processes and reporting structures.
- Prepared budgets, cash flow projections, cost analysis and monthly, quarterly and annual reports.

#### **GEMS Education India Pvt Ltd, Dubai Based MNC - Deputy Manager**

Gurgoan, Haryana

04/2015 - 10/2018

- Liaising with bankers for functions entailing term loans, cash credit and working capital facility, financial models, monthly interest calculation and revenue forecast.
- Generating financial forecasts, budget and business plans based on analysis of industry trends.
- Undertaking implementation of SAP.
- Steering accounting operations including receivables and payable.
- Supervising preparation of statutory books of accounts, fixed asset register, bank reconciliation and consolidated reports in compliance with time & accuracy norms.

- Assessing compliance with operating policies and procedures, evaluating existing internal controls and ensuring the use of sound business practices.
- Formulating annual budgets and conducting variance analysis to determine difference between projected & actual results and implementing corrective actions.
- Preparing the MIS reports, cash & fund flow statement, balance sheet, audit reports and other financial reports to keep a track of financial performance.
- Undertaking management of debtors, expenses, bills processing, credit control, stock control, asset verification's, vendors selection and so on.

#### **Jessica Group Of Companies - Assistant Manager - Finance**

Delhi, Delhi

05/2012 - 03/2015

- Prepared weekly P&L reports with complete variance analyses against budget
- Finalized company accounts in line with provisions of Companies Act and as per Indian GAAP Conducted due diligence, created draft reports and reviewed business plans
- Reviewed processes with focus on inter company cash / bank reconciliations

#### **Krishan Kumar Gupta & Associates - Audit Assistant**

Delhi, Delhi

07/2011 - 04/2012

- Undertook project financing of varied companies spanning preparation of CMA data, dealt with clients and banks for debt financing transactions
- Conducted statutory audit of listed & unlisted companies and banks
- Performed analysis of income statement, balance sheet, cash flow statement, capital structure and working capital Developed tax audit report in compliance with provisions of Income Tax Act, 1961
- Drafted the complete annual audit reports including all footnote disclosures.
- Performed complex general accounting functions, including preparation of journal entries, account analysis and balance sheet

