

## **Girish Madan**

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### **Carrier objective**

To pursue a challenging carrier in field of Finance, Accounts and Taxation and to gain a comprehensive understanding of different operations in the organization, so as to take early responsibility and contribute meaningfully to the progress of organisation

### **Core competency area**

- Good experience in the field of Audit, Accounts & Taxation.
- My profile in the current company is in the Accounts & Taxation and in the previous company was of Management Consultancy.

### **Work experience**

#### **Posco India Processing Centre Pvt. Ltd., Bawal , Haryana (Since 07th June '2018 to till date)**

**Brief description about the organisation-** 100 % subsidiary of Posco Group, Korea incorporated in India deals in steel manufacturing for automobile sector, consumer industry

- Having its presence in Haryana, Maharashtra, Tamil Nadu & Gujarat
- Major customers in automobile are Maruti-Suzuki, Honda, Hyundai & Tata Motors, Mahindra & Mahindra

#### **Job profile**

- Job profile includes all sorts of **General Accounting, Direct and Indirect Taxation** work till finalization of accounts
- Designated as "Senior Manager Treasury & Accounting" and handling team of 9 persons
- independently handling areas: **Monthly closing & consolidation** of other locations books of accounts for reporting to Head office in Korea (**MIS reporting**) , **Monthly GST filing , Balance sheet finalisation, Income tax assessments, GST assessments, Handling Internal & Statutory auditor**

#### **Misumi India Pvt. Ltd. Gurgaon, Haryana (Since 28th September '2016 to 21<sup>st</sup> May 2018)**

**Brief description about the organisation-** Corporate office of Misumi Corporation, Japan incorporated in India on 6th March 2009 in Pune, manufacturing automobile car parts, dies & tools

- Major product trade by Misumi India Pvt. Ltd. are- Press Die Components, Plastic Mold Components, Mechanical Components for Factory Automation, Machine Tool, Wiring Components
- Major customers in automobile are Maruti-Suzuki, Mahindra & Mahindra

#### **Job profile**

- Designated as "Assistant Manager Finance & Accounts" and independently handling areas: Vouchers approval, monthly reporting, **Income tax assessments, Sales tax assessments, C form monitoring.**
- Job profile includes all sorts of Accounting & Taxation work till finalization of accounts.

#### **Mitsubishi Chemical India Pvt. Ltd., Gurgaon, Haryana -(Since January '2010 till 27th September'2016)**

Mitsubishi chemical group of Japan providing business support to Mitsubishi group, products Mitsubishi Chemical India based in Gurgaon is involved in **manufacturing Epoxy Resin, Cosmetic Raw material, Paint & Coating and adhesives**

#### **Job profile**

- Responsible for MIS preparation of all statutory compliance, Balance Sheet Finalization, General Accounting, Variance Analysis, Monthly Closing of Accounts, Financial Reporting, verifying Fixed Assets Register, Stock verification
- Oversee and review calculation & payment of monthly tax liabilities and E-filing of periodic returns / Annual Return of Excise, VAT/ CST/ Entry Tax/ WCT TDS/ Service Tax.
- Areas handled: Accounting, Taxation, Banking, Audit, Branch accounting & reconciliation, Income tax assessments, Sales tax assessments and Monthly Reporting.
- Job profile includes all sorts of Accounting & Taxation work till finalization of accounts.
- Proficient of calculation of monthly tax liabilities, E-filing of periodic returns / Annual Return of Excise, VAT/ CST/ Entry Tax/ WCT TDS/ Service Tax.
- Finalizing and preparation of different years Sales Tax Assessment with commercial tax authority. Responsible for Replies of all Notices/ Deficiency Letters under Central Excise, Service Tax, VAT/CST, Custom, DGFT.

## **ILF Knowledge Processing Private Limited, Gurgaon, Haryana- (Since June' 2008 till November'2009)**

### **Job profile**

- Designated as “Accountant” and independently handling Accounting, taxation matters and Monthly Reporting of Corporates.
- Job profile included Day to Day Accounting, TDS, Service Tax & Fringe Benefits Tax calculations, Quarterly TDS return Filing, Monthly MIS and other reports as per Client Requirements.

## **Brisk Corporate Services, Gurgaon, Haryana – (Since December'2006 to March '2008)**

### **Job profile**

Designated as “Associate Management Consultant” and Job profile included projects of internal audit, statutory audit and Business process improvements

### **Articleship experience**

#### **M.K Go swami & Co, New Delhi- (March 2003 to March 2006)**

Brief description about the organisation- One of the oldest Chartered Accountancy Firm based in Delhi providing service in the field of Accounts, Taxation and Audit for the last 30 years. Firm consists of 6 partners in all.

### **Academic qualification**

- Executive MBA in July'2012 from Institute of Management (IMT), Ghaziabad (66 %)
- C.A. Final IInd Group in May 2008 (50) %
- C.A. PE-II (Intermediate) in November 2005(51%)
- Both the Group-I and Group-II in the November 2005
- Cleared C.A. Foundation exam in November 2002.(59%)
- Graduation: B.COM (Honours) from Delhi University 2001-2004
- 10th and 12th with First division from CBSE Board.

### **Computer acquaintance**

- Presently working in SAP, worked extensively in Tally ERP 9 and in ERP packages such as Navision, Oracle, and SLD etc well versed with MS-office and also worked in of indigenous prepared software of the organizations.
- Learned Computer Skills for executives Windows 95 & HTML Fundamentals Certificate from NIIT (Year 2001)

### **Extracurricular activities**

- Participation in Quiz, Science Exhibition at School Level and Class Monitor for three consecutive years
- Managing and advising mutual fund investments for last Seven years.

### **Personality traits**

Hard Working, Team Builder, Goal Oriented, experience in Handling Pressure and New Circumstances, Adaptive, Sports Man ship, try to realise my own potential and Help others in Same Inter Personal

### **Personal information**

Father's Name: Late Sh. Din Dayal Madan  
Permanent Address: H.No- C-1756, Palam Vihar Gurgaon-122017  
Date of Birth: 23/08/1983