



Ankur Jain: Chartered Accountant (Nov 2006 Batch), B.com (Hons) from DELHI UNIVERSITY (Regular).

Phone/ What app No: 8860550032, E-mail: ankur.ca.jain@gmail.com. DOB: May 10th, 1980, male. Gurgaon, Haryana-122001

Carreer Synopsis: Competent, diligent and result oriented Finance and Accounts professional with more than 17 years of (post C.A. qualification) experience in diversified industries, managing the entire spectrum of Financial Planning and Analysis, Budgeting, forecasting, MIS Reporting, Treasure and cash management, Finalization of Accounts and miscellaneous functions of accounting. Had efficiently handled functions of GM (F & A) with Egis group, in Egis Road Operation India Private Limited.

Possess capacity to handle any type of finance and accounts function in India as per statutory requirements.

Objective: To analyze strengths and weaknesses of business, to propose corrective action plans when necessary. To prepare accurate forecast so that management can make informed decisions about future Investment or cuts. To review cash flow, ensuring sufficient cash flow to sustain growth, enhancing working capital limits etc.

Work Experience:

Worked with Egis group (**French based MNC**), Egis Road Operation India Private Ltd. (Corporate office: Gurgaon) from **4th April 2014 – 17th May 2024** as **General Manager (F & A)** heading the team of **12 members**.

Key Responsibilities in Egis Road Operation India Pvt. Ltd.

- Overall coordination/ supervision of all functions related to Finance, Accounts, and audit of the company, including data entries, bank books, general ledger & finalization of books of accounts. (**A/R, A/P, G/L as well as Site accounting**)
- **Direct Tax & Indirect Tax (GST)** – Calculations, Filing Return, Compliances.
- **Salary Disbursement** all sites (presently 10 sites), audit & transfer of funds.
- **Banking Compliances.** Fund Based and Non-fund based working capital Limits enhancement/compliances. Documentations and other banking requirements on time-to-time basis.
- **Vendor Payments** all sites .
- Site Imprest Transfer, all sites as per limits allocated.
- Preparation of **Budgeted forecast** for the next Calendar Year. **1st /2nd & final Reforecast** reporting on Quarterly basis to the management France on timely basis.
- **Monthly MIS** – Reporting to France management team.
- Yearly **Statutory Audit/ TAR/ ITR** finalization and closure on timely basis.
- **Income Tax/ Corporate tax and GST Tax Assessment.**
- Monitoring the **Secretarial Compliances** (Board Meetings, AGM, Minutes, ROC returns and other compliances on timely basis)
- Miscellaneous accounting works on day-to-day basis.
- **Cost- Revenue profitability assessment** (Project wise) on quarterly/ half yearly and yearly basis.
- Internal Audit control measures on timely basis.
- **WCT Assessment** (UP, Agra – Regarding BBEPL Project).
- Timely receipt of **CA Certificates from Statutory Auditors** (TOT-6/7/.../16 etc) and other CA certificates for various banking/ Business development/ tendering requirements.
- Audit procedures framework for internal control.
- Bank guarantees vetting and issuance/ renewal on requirement/ timely basis.
- **ISO Certification/ Crisil Rating / Insurance policies annual renewal** (Mediclaime/Accidental/ money/ fidelity & Workmen compensation policies) related to employees of the company. Comparison Analysis and final selection of respective policies along with CEO/HR head at the time of renewal of policy.
- Regular follow up of payments from the client. Periodic reconciliation and other follow up.
- **Addition charge** of handling/ coordinating the **audit** for all the Egis entities in India for the FY ended Mar 2023.

Worked with **Delhi Gurgaon Super Connectivity Ltd.** (HO: Gurgaon) from **1st May 2013 to 31st Mar 2014** as **Manager (F & A)**. It's a **Parent company** of Egis infra management India Pvt. Ltd.

Worked with **Egis Infra Management India Pvt. Ltd.** (HO: Gurgaon) from **April 2012- April 2013** as **Manager (F & A)**. It's a **Joint Venture** between Egis Road Operation (a France based company having its specialization in infrastructure, operation & maintenance of road projects across the world) and DSC Limited to manage infrastructure projects in India i.e. Delhi Gurgaon Expressway (Asia 1st largest toll in terms of vehicles)

Key Responsibilities in Egis Infra Management India Pvt. Ltd/ Delhi Gurgaon super Connectivity Ltd.

- Checking overall accounting activities including data entries, bank books, general ledger & finalization of books of accounts.
- Generating P&L accounts and annual reports; responsible for finalization & reconciliation of Accounts & Balance sheet.
- Primary responsibility of **audit as well as disbursement of salary** of around **1000 employees**.

- Reviewed & evaluated financial statements. Ensuring statutory compliances within the prescribed due dates w.r.t. **Income tax, Service Tax, TDS, EPF & ESI.**
- Controlling **Accounts Payables** related to various **vendor payments** and ensuring correct TDS deduction. Verifications of Vendor's Bills with PO & GRN before making payments.
- **Addition charge** of handling the **audit team members** and generating MIS report to the management.
- Filling online & manually **returns of Income Tax, Service Tax, and TDS.**
- Monthly O & M Budget preparation.
- Maintain Fund utilization summary on weekly /monthly basis to the CFO.

Worked with Acme Tele Power Ltd (Solar Business) (HO Gurgaon) from Aug 2011- April 2012 as Dy. Manager (Finance)

Key Responsibilities in Acme Tele Power Ltd

- **MIS** reporting to management, analysis of report, **budgeting, and variance analysis** etc.
- **Project financing** of the company as well as non-fund based (BG) compliances.
- Involved in making **Projections & CMA Data** of the company for Banks.
- Ensured calculation of interest & repayment of loan taken from within & outside India.
- Reviewed & evaluated financial statements, statutory compliances, **Statutory Compliances w.r.t. TDS, Service Tax, Non-disclosure agreements.**
- Controlling **Accounts Payables** related to various **vendor payments** and ensuring correct TDS deduction and proper application of payments was made in the books.
- Managing financial approval to the Purchase Order in the ERP system along with commercial functions with accountability of vendor negotiations, Bank & Corporate Guarantees (ABG & PBG as per PO terms)
- Assessed compliance, term & conditions of project documents (EPC contract /Indenture of mortgage/Security Trust Agreement/Inter creditor Agreement/Trust & Retention Agreement/Power purchase agreement)
- Maintain copies of all statutory compliances required for the project company in power sector.
- Monitoring Clean Development Mechanism (CDM) activities & documentary compliances required (Power sector) for getting registration certificate as well as to get revenue from Carbon Emission Reduction (CER) generated.

Worked with Shiv-Vani Oil & Gas Exploration Services Ltd (HO: Saket, New Delhi) as Asst. Manager (F & A) from May 2007-July 2011

Key Responsibilities in Shiv-Vani oil & gas exp. Services Ltd

- Handled **Accounts receivables** of the company.
- Preparing **Monthly Hypothecation Statement** for the consortium Bankers.
- **Progress Report** of company for the purpose of quarterly results.
- Preparing **Order Book position** of the company.
- Quarterly Operating Statement (**QOS**) and Half yearly Operating Statement (**HOS**)
- Preparing **Quarterly results** of the company (listed company)
- **MIS** reporting to management, analysis of report, **budgeting, and variance analysis** etc.
- **Fund raising:** -Fund based working capital management (i.e. Term/corporate loans as well as working capital limit enhancement (INR 200 crores). Non-fund Based limits (PBG's, ABG's, EMD and LC compliances)
- Involved in making **Projections & CMA Data** of the company for Banks.
- Ensured calculation of interest & repayment of loan taken from within & outside India.
- Reviewed & evaluated financial statements, statutory compliances, legal compliance **Statutory Compliances w.r.t. TDS, Service Tax, ESI, PF, Advance Tax.**
- Preparation of **TDS and Service Tax Returns**
Service Tax and TDS E Deposit on monthly basis, dealing with services tax and TDS department, TDS and service tax returns on quarterly and half yearly basis.
Hand on experience on Service Tax departmental audit, liaising with the Service Tax department auditors providing them the data on yearly basis and getting a clean chit against the company after providing various documentation to the auditors.
- Review, control and responsibility over the maintenance of day-to-day accounts
- Maintain copies of all the commercial contracts,
- File **monthly return of FCCB & (ECB)** External commercial borrowing to RBI.
- Controlling **Accounts Payables** related to various **vendor payments** and ensuring correct TDS deduction and proper application of payments was made in the books.

Skills:

- **Analytical and critical thinking** : Advanced
- **Planning and coordination** : Upper Intermediate
- **Decision Making** : Upper Intermediate
- **Teamwork and Collaboration** : Advanced.
- **Flexible and Adaptable** : Advanced.

Extra Curricular Activities:

- Won number of prizes in various races organized at sports day of Egis.
- Won fighter of the match prizes in cricket tournament organized at sports day of Egis (**year 2024**).

Personal Details: **Father:** Engineer. Retired as GM from EIL (MOP & NG, GOI). **Mother:** Retired as Principal from Govt. Senior Secondary School. **Wife:** NET Qualified. Working as lecturer in Govt. Sr Sec School (New Delhi). **Linguistic Proficiency:** English & Hindi