

ANUJ BAJAJ

Accounts & Taxation professional offering 13 years of rich experience in:
Financial Reporting | Statutory Compliances | Taxation | Budgeting;
targeting assignment with company of high repute

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Core Competencies

Financial Reporting

Statutory & Tax Audit

MIS Reporting

Accounts Receivables & Payables

Budgeting & Forecasting

Team Management & Leadership

Cash Flow Management

Process Improvement

Taxation

GST Tax Advisory Service

Profile Summary

- **Successfully conducted P/L review of variance reports** for Management and provided timely, relevant & accurate analysis of the organizations performance using Excel to facilitate decision-making towards achievement of the budget and strategic plan
- **Expertise in supervising the preparation & maintenance of books of accounts**, administering the finalization of month-end financial statements and reports
- Gained exposure in conducting variance analysis to determine difference between projected & actual results and reporting the reasons
- **Track record of developing and implementing financial & operational controls** that improve P&L scenario, business growth and competitive position of the firm through achievement in finance management, internal controls/audits & productivity improvements
- Keen understanding of the tax procedures and audits for the company; liaising with various government and semi-government departments such as tax authorities, banks & financial institutions
- **An enterprising leader with enriched interpersonal, analytical, troubleshooting and team building skills**



Career Timeline

Pashupati Chemicals
and Pharmaceuticals
Ltd.

BSR & Co., a member
firm of KPMG

S. R. Batliboi & Co. LLP,
a member firm of E & Y

Dongkuk Steel India
Private Limited

Aug'11 - Jun'12

Jun'12 - Sep'13

Oct'13 - Mar'15

Since Mar'15



Notable Accomplishments Across the Career

- Spearheading GST law implementation in the company that included implementation of Invoicing, Changes in ERP, Month Return and Annual Return
- Pivotal in rectifying the wrong charging of service tax on payments made as pure agent by C&F Agents of Dongkuk Steel India Private Limited leading to annual savings of INR 25 lakhs
- Rectified the mistake in calculation of VAT Reversal on stock transfer by the client - STP Limited leading to annual savings of INR 4 crores.
- Managed plant capitalization of INR 1,000 Crores of client - Indian Synthetic Rubber Limited



Work Experience

Since Apr'15:

Dongkuk Steel India Private Limited, Senior Manager - Accounts and Finance

Growth Path:

Apr'15 – Mar'21: Manager – Accounts and Finance

Since Apr'21: Senior Manager – Accounts and Finance

Key Result Areas:

Directly reporting to the Managing Director of the Company

- Liaising with various government and semi-government departments such as tax authorities, banks & financial institutions.
- Supervising the deposit of TDS, deduction of TDS on Salary, submission of TDS Returns, filing of GST Return, filing of Company return and expats return.
- Handling Direct and Indirect tax assessments

- Analyzing variances between actuals and the budgeted /forecasted figures; performing intercompany balance reconciliations on a quarterly basis
- Maintaining accounts of the organization, ensuring compliance with Accounting Standards and managing the consolidation / finalization of the financial statements
- Presenting a true and fair view of the financial position of the company by preparing financial statements such as P&L Account, Balance Sheet and Annual Reports
- Administering accounts payable activities such as ageing of creditors/payables, releasing the payments as per terms/conditions
- Managed receivable management - accounting of bills, debtors ageing, interacting with the customers for collection & sending the reminders for collections
- Ensuring that all statutory payments are made within the stipulated time frame
- Preparing MIS reports, providing detailed report on Bulk, Manual and System Uploads and Accounting Entries for seamless operations
- Collating, preparing and interpreting reports, budgets, accounts, commentaries and financial statements; controlling income, cash flow and expenditure
- Providing financial reports & interpreting financial information to managerial staff and recommending further courses of action
- Managing the preparation of the company's budget; liaising with auditors to ensure appropriate monitoring of company finances is maintained, and implementing proactive measures to address potential threat
- Preparing and finalizing the quarterly reports for consolidation for quarterly accounts at Head Quarter, South Korea and liaising with Head Quarter Accounts Team
- Preparing data for Anti-Dumping and Safeguard duty investigation by Ministry of Steel.
- Spearheading entire accounting operations and managing the entire day-to-day accounting work and reviewing the entries for accuracy and compliance with accounting principles

Previous Experience

Oct'13 – Mar'15: **S. R. Batliboi & Co. LLP, Kolkata as Assistant Manager – Assurance Division**

Major Clients :

- Havells India Limited - Limited Review and Annual audit of corporate office and major unit at Alwar covering the areas Sales Incentive, Borrowings, Investment, Debtors and Finance Cost
- Indian Synthetic Rubber Limited - Leading and managing team of Annual, Group and Tax
- Qiagen India Private Limited - Leading and managing team of Annual Audit
- Burda Druck India Private Limited - Leading and managing team of Annual Audit

Jul'12 – Sep'13: **B S R & Co, Kolkata as Executive – Assurance Division**

Major Clients :

- Linde India Limited (Formerly known as BOC India Limited) – Tax audit, Limited Review and Annual audit covering the areas Purchase, Sales, Expenses, Payroll, Taxation
- Ceratizit India Private Limited – Leading and managing team of Annual and Tax Audit
- North Bengal Clinic Private Limited - Leading and managing team of Annual Audit

Aug'11 – Jun'12: **Pashupati Chemicals and Pharmaceuticals Ltd., Kolkata as Account Executive**

- Maintaining accounts of the organization, ensuring compliance with Accounting Standards.
- Preparing annual accounts and liaising with auditors.

Articleship

Apr'08 – Jul'11: Lodha & Co., Kolkata

- **Statutory Audits:** Rasoi Limited, STP Limited and Dumrao Textiles.
- **Tax Audits:** Rasoi Limited and Phoenix Yule Private Limited
- **Special Assignment:** National Highway Authority of India – Certification of Toll Collection

Education

- **2011:** CA from The Institute of Chartered Accountants of India
- **2008:** CS from The Institute of Company Secretaries of India
- **2008:** B.Com. (H) from University of Calcutta

IT Skills

- SAP, Oracle, MS Office, Tally

Personal Details

Date of Birth: 19th January 1987 || **Languages Known:** English and Hindi

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