



# DIVESH RANJAN

Assistant General Manager Accounts



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## JOB OBJECTIVE

Embracing a dynamic role in accounts and finance, showcasing a keenness to manage all associated elements, while actively pursuing learning opportunities and embracing broader responsibilities. Targeting diverse industries and open to all locations, preferably in Noida & Ghaziabad.

## CORE COMPETENCIES

- General Accounting
- Final Accounts of the Company
- MIS Reporting
- Accounts Receivable
- Financial Reporting
- Process Improvement
- Compliance Management
- Purchase Planning
- Financial Analysis
- Budgeting & Forecasting
- Payable Controlling
- Risk Assessment
- Strategic Planning
- Stakeholder Engagement

## EDUCATION

- **2012:** LLB.
- **1999:** C A Inter
- **1994:** B.Com. with distinction from MUCC College of Commerce, Pune University

## PROFILE SUMMARY

- Offering a robust track record of 20 years in General Accounts, Costing, Team Management, MIS, and Business Development across diverse industries.
- Actively contributing as the Assistant General Manager Accounts at Aamor Inox Ltd., managing general accounting operations and generating monthly profitability statements, final accounts and cost accounting reports to drive financial insights.
- Proven expertise in financial analysis, budgeting, and compliance management, with a track record of implementing strategic planning and process improvement initiatives to drive organizational growth and profitability.
- Experienced in managing accounts payable, accounts receivable, and general ledger functions.
- Proficient in using financial software and ERP systems for efficient financial management.
- Proven track record of improving financial processes and driving cost-saving initiatives.
- Proficient in analyzing financial data, preparing timely and accurate financial statements, and generating insightful reports to support management decision-making and facilitate strategic planning.
- Skilled in streamlining accounting processes, implementing automation solutions, and optimizing workflows to enhance efficiency, reduce manual workload, and improve overall productivity.
- Showcased track record of maintaining meticulous attention to detail and ensuring accuracy in financial records, transactions, and reporting, minimizing errors and discrepancies.

## WORK EXPERIENCE

**Aamor Inox Ltd., Ghaziabad**  
**Growth Path:**

**Oct'17 – Present**

**Manager Accounts**  
**Oct'17 - Oct'19**



**Asst. General Manager Accounts**  
**Nov'19 - Present**

### Key Result Areas:

- Engaging in preparing the final accounts of the company.
- Compiling and analyzing financial information to prepare entries to accounts, such as general ledger accounts, and other business transactions.
- Preparing monthly profitability statements and cost accounting reports.
- Reviewing Trial Balance on a regular basis to ensure accuracy.
- Processing vendors' bills and managing vendor payment reconciliations.
- Generating various MIS reports to provide insights into financial performance.
- Managing the preparation of daily expense masters for effective expense tracking.
- Engaging in the calculation and preparation of Monthly Drawing Power (DP) for Banks.
- Managing the preparation of Unhedged Foreign Currency Exposure (UFCE) reports for Banks.
- Conducting complete statutory audits and ensuring compliance with regulatory requirements.

Senior Accounts  
Executive



Manager - Accounts &  
Finance

## PERSONAL DETAILS

- **Date of Birth:** 1<sup>st</sup> January 1974
- **Current Address:** T 1/43, MCC Signature Homes, Raj Nagar Extension, Ghaziabad, 201017
- **Permanent Address:** G-26/305, Sec – 3, Rohini, New Delhi, 110085
- **Languages Known:** English & Hindi

## Key Result Areas:

- Managed 07 centers (branches) regarding all accounting affairs.
- Prepared monthly profit and loss statements and cost accounting reports.
- Compiled and analyzed financial information to prepare entries to accounts, such as general ledger accounts, and other business transactions.
- Established, maintained, and coordinated the implementation of accounting and accounting control procedures.
- Developed various MIS that facilitated timely collection and deposit of funds into the bank.
- Established a system to achieve predetermined targets.
- Introduced various motivational schemes for accountants.
- Elevated the responsibility level of accountants, resulting in improved performance.
- Devised standardized reporting and reconciliation systems to minimize human error.
- Facilitated the accounts team in preparing accounting reports.
- Introduced standard formats for various reports and MIS at all centers.

## ACCOUNTS EXECUTIVE

Verma & Associates, Chartered Accountants, New Delhi  
Accounts Executive

Nov'00 - Dec'06

### Key Result Areas:

- Prepared and finalized Balance Sheets of corporate and non-corporate assesses in accordance with the requirements of the Companies Act.
- Prepared and filed Income Tax, TDS, service tax, and VAT returns.
- Prepared project reports and conducted ratio analysis.
- Prepared necessary details for income tax, VAT, and scrutiny cases, as well as appeals, and facilitated assessment procedures with tax authorities.
- Conducted audits including internal and tax audits.

## ARTICLESHIP

SPG Associates, Chartered Accountants, Delhi  
Article / Audit Clerk

July'97 - Aug'00

### Key Result Areas:

- Filed papers and performed basic accounting operations including voucher preparation, bookkeeping, and reconciliations.
- Prepared financial statements of accounts, conducted auditing, and managed bookkeeping, debtors, creditors, stock, and cash analysis.
- Analyzed sales, purchases, and expenses data.

## ENTREPRENEURIAL EXPERIENCE

Reckon Institute Pvt. Ltd.  
Founder

Nov'15 – Aug'17

### Key Result Areas:

- Developed and implemented long-term strategic plans to drive growth and sustainability of the vocational and hospitality training institute.
- Monitored and optimized resource allocation to maximize efficiency and cost-effectiveness.
- Implemented revenue generation strategies such as student enrollment drives, corporate training programs, and funding partnerships.