

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 % subsidiay 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 21st 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 IIInd 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