

# CA NAVEEN KUMAR

Results-driven finance professional with a proven track record in financial planning, process optimization, and MIS reporting. Skilled in month-end closing, cross-entity charge optimization, and streamlining processes to enhance financial controls and achieve strategic financial objectives.

## CONTACT DETAILS

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## CORE COMPETENCIES

- Financial Planning & Analysis
- MIS Reporting & Preparation
- Month-End Closing & Reporting
- Cross-Entity Charge Optimization
- General Ledger Accounting
- Budgeting & Variance Analysis
- Financial Auditing & Compliance
- Data Consolidation & Reporting
- Process Optimization & Automation
- Cash Flow Management
- Journal Entries & Adjustments
- Inter-Company Reconciliation
- Advanced Excel & Data Analysis
- Stakeholder Collaboration & Reporting
- Team Collaboration & Mentoring
- Compliance & Audit Engagement

## SOFT SKILLS

- Analytical Thinking & Problem-Solving
- Effective Communication & Collaboration
- Attention to Detail
- Strategic Planning & Execution

## CERTIFICATION

- Excel Skills Job Simulation from JPMorgan Chase & Co in 2023
- Business Analytics with Excel from Simplilearn in 2023
- Investment Banking Job Simulation from Citi Bank in 2024

## EXTRA CIRCULARS

- Achieved an exceptional score of 90 in Costing during CA examinations.
- Secured 2nd Position in GMCS training out of 50 candidates.
- Volunteered at an ICAI event in Faridabad, contributing to its successful execution
- Actively participated in knowledge-sharing sessions and workshops

## Education

- CA Final**, The Institute of Chartered Accountants, Nov 2023 – 59.12% (Exemption in **5 subjects** across both groups)
- CA Intermediate**, The Institute of Chartered Accountants, Nov 2019 – 60.5% (Exemption in **4 subjects** across both groups, **90 marks in Costing**)
- CA – CPT**, The Institute of Chartered Accountants, Dec 2017 – **73% (Passed with distinction)**
- M.Com**, Indira Gandhi National Open University (IGNOU), 2023 – 52%
- B.Com**, P.G.D.A.V. College (DU), 2020 – 6.2 CGPA
- 12th**, DAV Senior Secondary School Jangpura, CBSE, 2017 – 74%

## WORK EXPERIENCE

- Associate Financial Manager | OYO Vacation Homes, GurugramFeb'24 – Till Date
- Ind AS Compliance & Implementation:** Ensured adherence to Indian Accounting Standards (Ind AS) in financial reporting, month-end closing, and preparation of provisions. Conducted detail reviews to ensure compliance with Ind AS provisions during audits and reconciliations.
  - Financial Analysis & Performance Monitoring:** Analyzing financial data to identify discrepancies, ensuring alignment with budgeted targets, and using MIS dashboards to track operational performance and business outcomes.
  - Month-End Closing & MIS Reporting:** Overseeing the month-end financial close process and generating detailed MIS reports to track key performance indicators (KPIs) and financial metrics, ensuring accurate and timely financial reporting to support strategic decision-making.
  - Book Provision & Data Analysis:** Preparing and reviewing provisions for various accounts, while analyzing financial data and trends through MIS reports to provide insights into performance, variance analysis, and to support business decisions.
  - VAT Reconciliation & Report Automation:** Conducting VAT reconciliation for compliance with tax regulations and automating the generation of routine financial and tax reports to enhance operational efficiency and ensure accuracy in data dissemination.
  - Intercompany Cross-Charges & System Integration:** Managing and reconciling intercompany cross-charges, ensuring proper allocation of expenses, and collaborating with IT teams to integrate financial data with the MIS system for seamless, real-time reporting.
  - Compliance, Audit & Data Quality Management:** Ensuring adherence to accounting standards, assisting with audits, and performing regular data validation and cleaning within the MIS system to maintain data integrity and ensure regulatory compliance.
  - Forecasting & Customized Reporting:** Assisting in financial forecasting and budget preparation, preparing customized ad-hoc reports, and offering detailed analysis to support financial planning, cost analysis, and organizational decision-making.
  - Risk Management & Report Customization:** Identifying financial risks and recommending mitigation strategies, while preparing and presenting customized MIS reports to senior management, ensuring actionable insights are provided for enhanced decision-making.

- Paid Assistant | Nvm & Company, Lajpat NagarAug'23 – Jan'24
- Prepared and finalized **Standalone Financial Statements** and **Consolidated Financial Statements** of clients under applicable financial reporting frameworks.
  - Assisted in **Tax audits** and **Statutory audits**, ensuring compliance with relevant standards and regulations.
  - Reconciled **Financial accounts** to identify discrepancies, ensuring accuracy in financial reporting.
  - Supported the implementation of **Internal controls** to improve efficiency and ensure adherence to regulatory requirements.
  - Handled **GST compliance and reconciliation**, ensuring timely filing of returns and resolving discrepancies.

- Article Assistant |Nvm & Company, Lajpat Nagar (Nov'21 – Aug'23)Mohinder Puri & Company, Cannaught Place (Jul'20 – Nov'21)
- Clients Handled:** Manufacturing (steel, iron, furniture), Banking, MNC (Italy-based automotive), and Service Industries (mobile app, insurance).
  - Assignments:** Conducted statutory/internal audits, bank audits, and stock audits; prepared reports; ensured compliance with GST/Income Tax provisions; calculated current/deferred taxes and GST liabilities; provided direct tax consultancy to individuals and entities.