#### BRIEF OVERVIEW

Name Nagendra Kumar

**Qualification MBA in finance and HR from Mascot Institute of Management, Bareilly Approved by AICTE, Delhi**

**Age (Year) 42 Years (DOB 7th Oct, 1978)**

**Total Experience (Yrs) 22Years + (Experience in a, Manufacturing,Real Estates, Exports, Service Industry& Educational Institution)**

**Level of Exp. & type Manufacturing, Real Estates, Export Industries,**

**Of Industries worked in Institution & Management Institute**

**Present Co.& Title Senior Manager - Account & Commercial**

**C.L.Gupta Exports Ltd., Moradabad (U.P.)**

**Head Office at New Delhi**

**Exposure of: -**

1. **General Administration Performance Management, Staffing, Management Proficiency, Coordination, Coaching, Developing Standards, Financial Planning and Strategy, Process Improvement, Decision Making, Strategic Planning, Quality Management, Liaisoning with government Departments.**

**2.General Accounts &Finance 1.General Accounts & Finance including Finalization of Balance sheet, statement of P&L** (Manufacturing **&**Exports Co., Real Estates Co., World School & Eye Institute)**as well as well as exposure of MIS.**

**2.Hands on experience of Direct Taxes as well as Indirect Taxes.**

**CURRICULAM-VITAE**

**NAGENDRA KUMAR**

A-56, SINGH NIWAS, AARUSH GREEN SOCIETY,

KANTH ROAD, MORADABAD (U.P.)

MOB. NO. +91-9997863163, 9837047138

Email – nbeena78@gmail.com

**OBJECTIVE**

**T**o work amongst a network of skilled professionals in a dynamic, challenging & highly demanding atmosphere, where I can enhance my skills and strength in conjunction with the organization’s goals and objectives which offers challenges & career growth.

**Professional Qualification**

* **MBA** in Finance& HR from Mascot Institute of Management, Bareilly

Approved byAICTE, Delhi

* **M.Com**from MJP Ruhelkhand University, Bareilly
* **B.Com** from MJP Ruhelkhand University, Bareilly

##### Work Experience

**June, 2021 Onwards Senior Manager - Account & Commercial**

**C.L. Gupta Exports Ltd.**

AREA OF WORKING

* Responsible for making timely and accurate data entry of all accounting invoices
* Prepare regular variance reports between approved amount and actual expenditure.
* Control the accounting systems to monitor the budgets and actual expenditures against all funding sources.
* Payroll and other regular payments with due consideration to deductions ( for advances, loans, taxes, etc)
* Supporting the planning and management of the annual audit process.
* Liaison with external institutions (Government, Banks, Tax Departments, Chartered Accountant and others) on financial & legal matters.
* Assisting in all tasks related to contractual commitment of the organization like registration, leave and license agreements, etc.
* Control the cash flows for individual training centers and ensure timely payments.
* Manage travel and other advances, banking transactions and monthly accounting functions in relation to reconciliation of cash and books.
* Processing and executing all payments and maintaining payment vouchers, corresponding, cheques, and other financial instruments.
* Maintaining and administering effective & efficient systems of internal controls.
* Compliance with laid down systems and procedures and ensuring all financial practices are within guidelines as outlined in state of national laws.
* Other incidental works to accounts administration.

**Dec, 2015 to March, 21 G.M.-Administration & Finance**

**Trikal Foods and Agro Products Pvt. Ltd.**

The Trikal Foods and Agro Products Pvt. Ltd.is a subsidiary of Chaddha Group. It’s manufacturing& supplying unit of cereal based energy food for ICDS as a weaning food, energy dense amylase rich energy food. The company ISO certified (22000:2018), annual turnover of more than Rs. 600 Crores. The Group has Nine Plants in State of Uttar Pradesh. Head office is at New Delhi.

**Job Profile**: Performance Management, Staffing, Management Proficiency, Coordination, Coaching, Developing Standards, Financial Planning and Strategy, Process Improvement, Decision Making, Strategic Planning, Quality Management

Reporting: Managing Director (M.D.)

AREA OF WORKING

* Increases management's effectiveness by recruiting, selecting, orienting, training, coaching, counseling, and disciplining managers, communicating values, strategies, and objectives, assigning accountabilities, planning, monitoring, and appraising job results, developing incentives, developing a climate for offering information and opinions, providing educational opportunities.
* Develops strategic plan by studying technological and financial opportunities, presenting assumptions, recommending objectives.
* Accomplishes subsidiary objectives by establishing plans, budgets, and results measurements; allocating resources, reviewing progress, making mid-course corrections.
* Coordinates efforts by establishing procurement, production, marketing, field, and technical services policies and practices, coordinating actions with corporate staff.
* Builds company image by collaborating with customers, government, community organizations, and employees, enforcing ethical business practices.
* Maintains quality service by establishing and enforcing organization standards.
* Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, benchmarking state-of-the-art practices, participating in professional societies.
* Contributes to team effort by accomplishing related results as needed.

###### Dec, 2005to Dec, 2015 Manager -Finance &Accounts

**The C.L. Gupta Group of Companies**

**(Exports, Eye Institute, International School & Real Estates)**

The C.L.Gupta Group is a handicrafts manufacturing & Exports unit of Brass, Glass, and Iron & Wood Art ware with annual turnover of more than Rs. 1000 Crores. Unit has two Plants one at Moradabad City and other one at Delhi Road Moradabad. Head office is at Delhi. The New company has been involved in construction,eye institute, international school experience in various fields. In 2006 C.L.G. Real Estate was incorporated and is the newest member of the CLG Group. With CLG Real Estate the group brings vast experience, traditional strengths, and professionalism of CL Gupta Group to the real estate sector.

**Job Profile**: I am responsible for Accounts, MIS, Income Tax & Sales Tax and for all the locations at functional level. Working on ERP Systems.

Reporting : Vice President – Finance& Accounts

Worked with **Bhagwant institute of Technology, Bijnor (U.P.)** as a Head of - Accounts since Sep, 2002 to Nov. 2005. It is a technical & management Institution.

Worked with **M/s Curles & Curves (India) Pvt. Ltd. (VLCC), NewDelhi** as an Accountant since July 1998 to Nov. 2002. It is a chain of slimming & beauty centers (Service Industry).

**Personal Profile**

Born on 07th Oct. 1978

Son of Shri Ravi Raj Singh

Religion Hindu

Cast Rajput

Category General

Marital status Married

Native Place Moradabad (U.P.) India

References Available on request

Nationality Indian

Passport No. H 7346660

Expected Salary Negotiable

Alternate Contact No. **+91-9997863163, 9837047138**

**(NAGENDRA KUMAR)**