

## Profile

Accounting professional with over more than four years of experience, possesses multiple skills covering many financial areas such as Accounting & cost control principals, ledger analysis, financial statements, US Accountancy, budgeting For project, auditing practices, Invoice, Account payable, AR, CRM, taxation and Creditor's payment Processing & vanished.

### Core Functional Areas

- Account payable \_ International /Domestic Level
- Account Receivable \_International /Domestic Level
- Invoice Prepossessing
- GL Accounting
- Taxation - GST, TDS
- Cost Control
- Billing & Credit Control \_International /Domestic Level
- Inventory Management & Control
- Business advisory Function
- Customer services Function
- Procurement Management
- Managing cash flow & liquidity issue
- Hiring Accounting Staff
- Cash Management, Budget & Forecasting
- Business, Analyst, Planning & Development

## Work experience

**Staff Accountant** 07/2018 – present  
Globalization Partners, Indore, India

**Executive, Finance & Accounts** 05/2015 – 08/2018  
Dilip Buildcon Limited, Bhopal, India

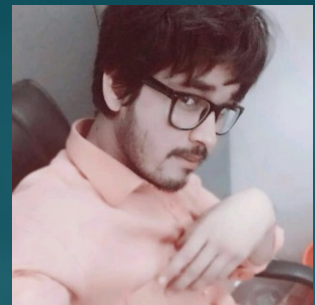
**Cost Analyst** 12/2014 – 05/2015  
Jain & Joshi Associate, Indore, India

## Education

**Master of Business Administration (Finance)** 06/2017 – present  
LNCT, Indore, India

**BACHELOR OF COMMERCE (Accounts)** 2012 – 2015  
DAVV, Indore, India

# SACHIN MEENA



## Personal info

01/06/1994  
 INDIAN  
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 [www.linkedin.com/in/ sachin-meena-016473129](https://www.linkedin.com/in/sachin-meena-016473129)

## Skills

### Technical

ERP ●●●●●●  
Software \_Tally ●●●●●●  
SAP FICO ●●●●●●  
MS EXCEL ●●●●●●  
ORCLE ●●●●●●  
Acumatica ●●●●●●  
Go Global ●●●●●●

### Personal

Communication Skills ●●●●●●  
Creative ●●●●●●  
Tolerant and flexible ●●●●●●  
Analytical MANAGEMENT ●●●●●●  
Decision Maker ●●●●●●  
Good Listener ●●●●●●

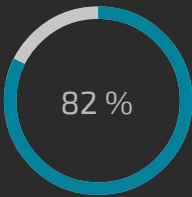
# Certificates

CA Internship \_ Cost Analyst  
Jain & Joshi Associate

Financial Diploma Management  
ALMA

Internship \_ Trainee Accountant  
DBL

# Proejct



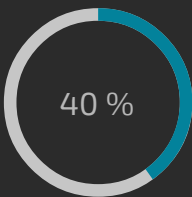
Chichra To  
Kharagpur (NH-6)  
613Cr.



Rewa To Sidhi (NH-  
75) 520Cr.



Medical HUB 318Cr.



Project Quantum

# Key Responsibilities

Account,Receivable/payable (B 2 B , B 2 C): -

On International Level \_Performed the entire cycle for  
Accounts payable

- Handled GP US Account Payable to entire country subsidies
- Efficiently process US vendor Invoice & maintain up-to-date system
- Entered billing and maintained current information in the system
- Prepared and transferred the bank deposits ,Open & assign New vendor accounts
- Reconciled projected vs. actual budgets for discrepancies
- Co- Ordinate approval process of all accounts payable

# Skills

## Professional

|   |        |
|---|--------|
| Account payable                                 | ●●●●●● |
| Invoice   | ●●●●●● |
| Prepossessing                                   |        |
| Cash  | ●●●●●● |
| Management,<br>Budget &<br>Forecasting          |        |
| GL Accounting                                   | ●●●●●● |
| Taxation - GST                                  | ●●●●●● |
| Business, Analyst,<br>Planning &<br>Development | ●●●●●● |
| US Accountancy                                  | ●●●●●● |
| Vendor  | ●●●●●● |
| Communication                                   |        |
| GAAP Knowledge                                  | ●●●●●● |
| Variance analysis                               | ●●●●●● |

# Hobbies



Rapping

# Key Responsibilities

## Invoice

- Resolved AP/AR issues with external vendors and internal personnel
- Recurring Transactions and scheduled payment ,ACH batch setup,AR Application Payment

## On Domestic Level

- Prepare, verify, and process invoices for payment.
- Enter data on invoices; ensure proper coding on documents.
- Post customer/Vendor/creditor payments by recording cash, checks, and credit card transactions and entering them into the general ledger or accounting software.
- Summarizes receivables by maintaining invoice accounts, coordinating monthly transfer to accounts receivable account, verifying totals; preparing reports.
- Pay vendors by monitoring discount opportunities, verifying federal id numbers, scheduling and preparing checks,
- Resolving purchase order, contract, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos, issuing stop-payments or purchase order amendments

## **Client & Billing \_3rd Party Local Services Provider \_On International Level**

- Calculated figures such as discounts percentage allocations and credits.
- Suggested process improvements to secure prompt and regular payments for company.
- Financial operations professional,Vendor and customer coordination.
- Input customer data and payments into billing system/Proceed client/LSP bills of different countries.
- Answered customer inquiries regarding billing,Sent or emailed statements and notices of payments due.
- Prepared annual reports of assigned customer accounts to superiors for review

## **Cash Management ,Fund Management ,Budget & Forecasting:**

- Monitoring cash to avoid unnecessary expenses. Performed periodic budgeting/modeling to project weekly/monthly cash requirements.
- Distribution of fund Into entire Company's subsidies on required bases **\_On International Level**
- Daily cash management, including cash forecasting,Petty Cash book,Maintaining cash and fund flow.

## Key Responsibilities

- Reviewed collection reports with the General Manager to determine the status of collections and the amounts of outstanding balances.

### **Store & Purchases-Inventory Management ,Invoice Processing :**

- Receiving the purchase bills from the stores/Authorities/3rd party/Client and checking the quantity per record.
- Checking the rates and quantities as per purchase order raised and interacting with the parties regarding any discrepancies.
- Making payments to the creditors & Client as on due date,Support the Requisition to pay invoice processing,
- Accounting of all the purchases invoices(raw material, packing material, trading material and expenses vouchers) in accounting system (Debit/Credit Note )also entering the bank payment vouchers to further payment process.
- Support the Requisition to pay invoice processing,
- Processing PO Invoices by three way match,Non-PO & Service PO Invoices with approvals.

### **Manual Accounting:**

- Writing Books of Accounts, preparation of Bank reconciliation, Trial Balance, P & L a/c, B/S etc. Also experience in Sales,Purchases, Pay-Roll, Stores, Costing,Taxation and related matters. Received, recorded, and bank cash, checks, and vouchers as well as reconciled records of bank transactions.
- Maintaining timely and accurate general ledger (posting entries, recording, accruals, etc.
- Create project accounts in the accounting system & billing in billing system.
- Preparing party ledger, account, bill forms, proposal sheet & voucher,Prepaid & accrued Exp.reports.

### **Cost Accountancy:**

- Month-end financial close and reporting & Profit & loss accounts,Reconciliation.
- Develop and maintain accurate product & transportation & machinery costs.
- Ensure rates are appropriate and are kept updated with changes in the business/Project/Labour Costing.
- Evaluate key performance indicators (KPI's) and communicate issues to Management.

### **Advance & Electronic payment :**



## Key Responsibilities

- Processing advance payment entry as per location request from client/ vendors & creditors.
- Processing the urgent payment as per location request with finance approval.
- Payment method - cheques/RTGS/Cash/ACH/Wire.

### **Contractor/sub-**

#### **contractor/Supplier/Vendor(Creditor/Debtor):**

- Manage to project contract administration and monthly contract billing all subcontractor contract administration including certified payroll & payments.
- Processing advance payment entry as per location request from Contractor/sub-contractor/Vendor.
- Maintaining timely and accurate details of Contractor/sub-contractor to further execution.

### **Taxation:**

- An analytical familiar knowledge in Good & Services tax, CGST, SGST, IGST, Service Tax & Income Tax.
- TDS

## Language

English

Hindi

### **Declaration:**

I do hereby declare that all the information given above is true to the best of my knowledge.

**SACHIN MEENA**