

# NITIN KUMAR

Manager - Accounts and Finance

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Swaroop Nagar, Delhi, Delhi, Delhi, 110042

## Skills

- Financial Accounting & Reporting
- Accounts Payable & Receivable Management
- General Ledger Maintenance
- Bank Reconciliation
- Budgeting & Forecasting
- Cost Accounting & Product Costing
- Inventory Accounting & Control
- Payroll Management
- Income Tax Compliance
- Audit Coordination (Internal & Statutory)
- Month-End and Year-End Closing
- Budget vs Actual Cost Analysis
- Coordination with Production & Procurement Teams
- Analytical Thinking & Problem Solving
- Communication & Reporting Skills
- Taxation (GST TDS)
- Financial Statement Preparation (P&L Balance Sheet Cash Flow)

## Language

- Hindi
- English

## Summary

- Results-driven accounting professional with 12 years of experience in financial management, reporting, and analysis within the manufacturing sector. Skilled in managing end-to-end accounting operations, budgeting, and compliance. Strong expertise in cost control, inventory management, and financial forecasting. Recognized for accuracy, efficiency, and collaborative problem-solving to drive business performance.

## Education

### Jodhpur National University

Master Of Commerce - Commerce

2013

### Delhi University

Bachelor Of Commerce - Commerce

2011

### Govt Boys Sr. Secondary School

Senior.Secondary - Commerce

2006

## Experience

### Allied Engineering Works Limited

Manager- Accounts and Finance

Delhi, Delhi

Dec 2023 - Present

- Lead the Accounts Payable team for a group of companies, ensuring accurate vendor management and timely payment processing.
- Develop and monitor monthly and quarterly budgets, perform financial forecasting, and analyse variances to support management decisions.
- Prepare and maintain creditors' payment sheets in multiple formats, ensuring payments are processed as per vendor terms and credit policies.
- Handle foreign exchange payments, negotiate favourable rates with banks, and ensure compliance with banking regulations.
- Manage fund arrangement and cash flow planning through quarterly bank consortium meetings to ensure smooth business operations.
- Oversee payroll processing, including preparation of loan and advance registers, and ensure timely disbursement of salaries and wages for all employees and labour.
- Calculate and deposit monthly TDS for all group companies, ensuring accuracy and compliance with statutory deadlines.
- Prepare and file quarterly TDS and TCS returns (Forms 24Q & 26Q) across all group entities.
- Prepare monthly Drawing Power (DP) statements for submission to bankers and assist in related financial reporting.
- Generate and present financial statements and management reports for bankers, auditors, and company directors.
- Support the CFO and auditors in preparing financial reports and presentations for funding partners and stakeholders.
- Provide detailed financial data and documentation for IPO-related work, assisting both internal and statutory auditors during due diligence.

- Conduct GST reconciliations with GSTR-2A and 2B, coordinate with vendors to obtain pending invoices, and guide junior staff in GST compliance activities.
- Prepare and review data for annual GST returns (GSTR-9 and GSTR-9C) for all group companies.
- Handle salary and payroll processing, ensuring compliance with statutory requirements and timely disbursement.
- Prepare and file MSME returns in line with government regulations.
- Manage Job Work returns and ensure proper accounting and reporting of material movement.
- Review, verify, and match purchase invoices with purchase orders, GRNs, and supporting documents to ensure accuracy and prevent discrepancies.

### **SHREE VIRAAT LAM PACK LLP**

Accounts and Finance Manager

*Sonipat, Haryana*

Dec 2020 - Dec 2023

- Handle Accounts Payable and Accounts Receivable functions of the company.
- Keep track of all payments and expenditures, including payroll, purchase orders, invoices, and vendor statements.
- Process and schedule vendor payments, ensuring timely disbursement and resolution of any vendor queries.
- Verify and post receipts for goods sold or services rendered, maintaining accurate and up-to-date ledgers.
- Coordinate with various departments to ensure accuracy and completeness of accounts receivable records and journals.
- Collaborate with the collections department to review client accounts, payment status, and credit history, and develop improved repayment terms.
- Perform administrative and clerical tasks such as data entry, invoice preparation, bill reminders, filing, and client account follow-ups.
- Prepare monthly account analyses and financial reports as per management requirements.
- Prepare Provisional Profit & Loss Account and Balance Sheet on a monthly basis.
- Perform Bank Reconciliation and manage Accounts Payable records.
- Prepare and file GST returns (GSTR-3B & GSTR-1) monthly; reconcile purchase and expense data with GSTR-2A & 2B.
- Issue and maintain delivery challans for job work; reconcile outstanding materials with vendors.
- Prepare and file Job Work Return (ITC-04) quarterly or half-yearly as per statutory schedule.
- Deposit TDS monthly, file TDS returns, and issue Form 16 and 16A to employees and vendors.
- Prepare salary payroll for around 260 employees, including PF, ESI, and other deductions; generate and process monthly challans.
- Handle export documentation for SAFTA countries and coordinate with banks for Letter of Credit (LC) negotiation and discounting.
- Prepare and submit monthly stock statements for the bank against Cash Credit (CC) and Overdraft (OD) accounts, maintaining records as per bank requirements.

### **Alder Furniture Pvt Ltd**

Sr. Account Executive

*Delhi, Delhi*

Oct 2018 - Dec 2020

- Maintain branch accounting and reconcile branch accounts on a monthly basis.
- Prepare Profit & Loss Account, Balance Sheet, and other financial reports as per management requirements.
- Handle sales invoicing and record purchase accounting entries for furniture and other materials.
- Reconcile bank accounts and vendor ledgers every month.
- Process vendor and stock material dealer payments through cheques, NEFT, and RTGS.
- Collect customer payments through cheques and ensure timely bank deposits.
- Maintain and update the company daybook for all financial transactions.
- Prepare Debtors and Creditors Outstanding Reports, including ageing analysis and customized formats required by management.
- Manage E-Invoicing in Tally ERP.
- Prepare and file GST returns (GSTR-1 & GSTR-3B) monthly, and reconcile GSTR-2A & 2B with company purchase records; follow up with vendors for missing invoices.
- Deposit TDS on a monthly basis, file TDS returns (Form 24Q & 26Q), and issue Form 16 and 16A to employees and vendors.
- Prepare export documentation as per statutory and client requirements.
- Coordinate with banks for Letter of Credit (LC) negotiation, discounting, and other credit-related transactions.
- Generate monthly PF and ESI challans for employees and ensure timely payment and compliance.

#### **Indraprastha Automobiles Pvt Ltd**

Account Executive

*Delhi*

Oct 2017 - Oct 2018

- Maintain trading accounts of the company up to finalization stage.
- Maintain and update the stock register for automobile parts.
- Handle branch accounting and perform monthly reconciliation of all branches.
- Prepare Loan and Funding Reports for Mahindra and other financial institutions.
- Prepare merged Profit & Loss reports of all branches under supervision.
- Manage sales and purchase invoicing for vehicles and accessories.
- Perform weekly bank reconciliations to ensure accurate financial records.
- Issue cheques to vendors and collect cash and cheque payments from customers.
- Maintain the company daybook and monitor all daily expenses.
- Prepare Debtors and Creditors Outstanding Reports for management review.
- Prepare and file GST returns (GSTR-3B, GSTR-1, and GSTR-4) on a timely basis.
- Deposit TDS monthly and prepare and file TDS returns as per statutory requirements

#### **K.G.BearingPvtLtd**

Accountant

*Delhi*

Sep 2013 - Oct 2017

- Prepare sales invoices and record accounting entries in Tally ERP 9.0.
- Maintain the stock register manually and ensure regular updates.

- Handle cash collection from debtors and make payments to creditors as per schedule.
- Prepare Debtors and Creditors Reports as required by management and directors.
- Reconcile bank statements and maintain accurate cash accounting records.
- Maintain a purchase register manually and ensure proper documentation and filing.
- Maintain the company daybook and record all daily financial transactions.
- Calculate and ensure timely payment of Sales Tax and handle import-related accounting work.

## Awards

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- Best Student of the Batch – Recognized for exceptional hard work and dedication towards the course project.
- Best Employee of 2020 – Shree Viraat Lam Pack LLP – Honored among the top three employees for outstanding performance and contribution.
- Outstanding Performance Award, 2021 – Shree Viraat Lam Pack LLP – Successfully completed backlog work in a very short time with high accuracy and efficiency.
- 3-Star Team Award – Alder Furniture Pvt. Ltd. – Awarded for excellent teamwork, leadership, and motivating colleagues to achieve team goals.
- Volunteer Teacher – Pratham Education Foundation (NGO) – Taught underprivileged students for 4 years, helping them receive essential education and academic support.

## Personal Information

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- D.O.B - 06-Aug-1989
- Marital Status- Married
- Nationality- Indian