

Neeraj
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An enthusiastic & high energy driven professional, targeting assignments in Finance & Accounts, Taxation, Accounts Payable, Vendor Payments with a reputed organization
Location Preference: Delhi NCR

PROFILE SUMMARY

- A competent professional with over 5 years of rich experience in managing the invoices up for payment, enter and upload invoices into the system.
- Skilled in managing AP and managing reconciliation, GST, foreign payments along with 15CA/CB applicability and replying to audit queries.
- Expertise in processing daily **Accounts Payable (AP)** processes of domestic as well as foreign invoices; managed vendor relations as well as timely and accurate processing of import invoices and payment transactions.
- Preparing MIS for unpaid entries, creditor ledger & aging.
- Rewarded as one of the *Best Performance* in the team in FY 2015-2016 & Participated in SRF Cricket Tournament & awarded as “*Man of the Match*” in FY 2015-16.
- Well versed with Microsoft Office & working experience of *Dynamics AX, Oracle R12 & SUN ERP*.
- Undergoing certification of **SAP & Quick books**.
- Part of GST team for GST Implementation and sanity Check for the systems and reports as per compliance requirement.
- Currently leading the team and possess good interpersonal, communication & organizational skills with capabilities of team management.

CORE COMPETENCIES

~Accounts Payable ~Customer Advocacy Documentation	~Vendor Payments ~Team Management ~Indirect Tax Compliances	~Bank Reconciliation ~Reporting & ~MIS Reporting
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ORGANIZATIONAL EXPERIENCE

Since Apr'18 Max Healthcare Institute Pvt. Ltd., as Senior Process Executive in Finance & Accounts Department

Key Result Areas:

- Filing of GST Return (GSTR 3B & GSTR 1) on PAN India on or before the due dates.
- Calculating GST Liability after setting of Input Tax Credit and paying the Statutory dues on time.
- Actively involved in Sales Tax Assessments & Cost Assessments.
- Depositing monthly TDS Liability, reviewing and finalizing the quarterly TDS Return of the company.
- Involved in GST Reconciliation of GSTR 1 as filed by supplier vs. GSTR 2A.
- Complying with all the statutory requirements for TDS and GST, computing liability for timely deposit of taxes, filing of returns and ensuring Statutory Compliance.
- Co-ordinating for Internal Audit & Statutory Audit.

June'15-Apr'18 SRF Limited, as Junior Process Executive in Payments & Reconciliation Team

Key Result Areas:

- Prepare and process electronic payments of domestic vendors & regularizing the foreign remittances in ERP.
- Before making payment to the vendors duly check Prepayment/Debit balance standing in the vendors account.
- Accounting and releasing the payment of foreign invoices & complying with the related statutory requirements.
- Payments follow up and tracking of pending payments.
- Ensuring monthly MIS submission to the management.
- Preparing TDS liability on monthly basis and depositing the dues to the Govt.
- Consolidating the monthly purchases to avail Input Tax Credit (GST) on PAN India and submitting to the Tax team.
- Preparing Vendor Reconciliation on monthly basis and providing assistance for Bank Reconciliation as well.
- Checking the applicability of 15CA/CB and coordinating with the consultant for the preparation of 15CA/CB.
- Imparting training in reference to TDS & Foreign documentation to the team for compliant processing.
- Closing the audit query with in the time line and provide supporting documentation for audits.
- Maintain files and documentation thoroughly and accurately, in accordance with company policy.
- Contributes to team effort by accomplishing related results as needed.
- Pre GST was actively involved in preparing the working of Service Tax and depositing the statutory dues on time.

Highlights:

- Stabilizing the payment process by suggesting the ideas for streamlining the payment function.
- Preparing timely report for unpaid entries and taking the required action for reducing the creditors.
- Implemented new process and techniques for streamlining the Payment processes.

- Rewarded with ***On The Spot Award*** for stabilizing payment process and making the payments in time which reduced the ageing of Vendor Payments.
- Designed accounting systems & procedures as per regulatory and legal requirements.
- Used various functions and links for extracting data required for valuation from various files.

Oct'13-May'15 Floor & Furnishing (I) Private Limited, as Accounts Executive in Finance & Accounts Team

Key Result Areas:

- Handling P2P of Purchase Accounting i.e. Invoice Booking, Dispute Identification and Resolution, Payment Process.
- Maintain Accuracy on all Purchase Reports i.e. GRN Report, Inward / Outward reports, Discrepancy reports.
- To check the supplier invoice and matching with purchase order and Identify dispute as per standards.
- Prepare MIS reports for Management Reporting.
- Prepare Vendor Payment and Process in System as per Standards.
- Accounting of Foreign bills & timely payment by checking applicability of 15CA/CB. Accounting of Freight bills in the system.
- Vendor Reconciliation, SL vs GL Reconciliation and assisting in Bank Reconciliation as well.
- **Awarded with a certificate as a *Pro-active* employee of the organisation.**

ACADEMIC DETAILS

2013 B.Com from MDU, Rohtak
 2018 Undergoing certification of **SAP, GST & Quick books.**

PERSONAL DETAILS

Date of Birth: 03rd July 1991
 Marital Status: Unmarried
 Present Address: Sector-52 Gurgaon