

# Gaurav Malviya

## **Accountant & Credit Control - Arkadin Conferindia Pvt Ltd**

Noida, Uttar Pradesh

[gauravmalviya54\\_kqa@indeedemail.com](mailto:gauravmalviya54_kqa@indeedemail.com)

09810114380

- M.B.A. (Finance) with 7+ years of experience in Accounts, Budgeting, Taxation, Payable & Receivable Management, Auditing, Fund Management and Statutory Compliance
- Presently associated with Arkadin Conferindia Pvt Ltd. as Accountant & Credit Control
- Expertise in designing systems & procedures and contributing towards improved financial performance, heightened productivity & enhanced internal controls
- Adept at formulating need based budgets and keeping a stringent control over expenses as well as procuring the necessary funds from banks and financial institutions.
- Experience in implementing financial procedures, maintenance & finalisation of accounts as per statutory requirements of Companies Act and addressal of taxation matters
- Excellent Analytical, Relationship Management and Communication Skills

Willing to relocate: Anywhere

## Work Experience

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### **Accountant & Credit Control**

Arkadin Conferindia Pvt Ltd

January 2015 to Present

#### Role

- Liaising with debtors/ client for payments, queries, Balance Confirmation, Bank reconciliation & Maintain Accounts Receivable.
- Dealing with internal queries about payments, outstanding call/video conferencing with Management
- There should be a close liaison between the credit controller and the marketing /sales department so that credit issues are resolved smoothly.
- Monthly Closing, P&L, Cash flow & Employee's salary & reimbursement processing.
- Statutory Audit yearly, Balance Sheet.
- Maintaining the statutory compliance, assets, liability, revenue & expenses entries by compiling and analyzing account information

### **Assistant Manager Finance & Credit Control**

O-Zone Networks Pvt Ltd

September 2011 to December 2014

#### Role

- Conducting inventory audit monthly & checking the Purchase entry in Tally ERP
- Liaising with all debtors for payments & reconciling the records, Maintain Accounts Receivable & Accounts Payable.
- Issuing the purchase order & payments to the party (vendor), Employee's Salary Process
- Monthly Closing, Budgeting & P&L.

- Maintaining the assets, liability, revenue & expenses entries by compiling and analyzing account information

Accomplishments:

- Received the Best Employee Award in 2012

**Accountant**

Swift Group - Delhi, Delhi

February 2009 to September 2011

Noida branches

**Account Executive**

Reliance Industries Ltd

July 2008 to January 2009

Role

- Developed stock market, daily stock market fluctuation & profitability reports of stock market

Education

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**M.Com.**

IGNOU University

2010

**M.B.A. in Finance**

Institute of Management and Research - Ghaziabad, Uttar Pradesh

2008

**B.Com. in Accounts & Finance**

D.D.U. University Gorakhpur - Gorakhpur, Uttar Pradesh

2005

**Accounts & Taxation**

ICFE Institute - New Delhi, Delhi

Skills / IT Skills

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- Budgeting (3 years)
- Credit (6 years)
- EMPLOYEE RESOURCE GROUP (3 years)
- ENTERPRISE RESOURCE PLANNING (3 years)
- Finance (3 years)

Additional Information

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Areas of Expertise

#### Accounts & Finance

- Designing and implementing accounting systems & procedures; administering maintenance of books of accounts, inclusive of P&L account, balance sheet and trial balance with the finalisation of year end accounts
- Managing daily financial transactions related to accounts receivables, accounts payables, bookkeeping, payroll, etc.

#### Budgeting & MIS

- Formulating budgets and conducting analysis to determine difference between projected and actual results and implementing corrective actions
- Preparing MIS reports with a view to provide feedback to the management on financial performance viz. fund management, credit control, profitability, etc.

#### Taxations & Auditing

- Handling deposit of Income Tax & Service Tax, preparing Annual Return of Income Tax (TDS) and issuing Income Tax (TDS) certificates
- Conducting internal audits; evaluating internal control systems / procedures with a view to highlight the shortcomings and implementing necessary recommendations

#### Fund Management

- Liaising and negotiating with banks & financial institutions for raising fund and non-fund based facilities to meet working capital requirements
- Monitoring the inflow & outflow of funds and ensure optimum utilisation of available funds towards the accomplishment of organisational goals

#### IT Skills

- Tally - 9.1, Tally ERP, Webtel & SAP
- Microsoft Office-Word, PowerPoint, Outlook, Excel (V-Look-Up, Pivot Table, Hyperlink, etc.)
- Microsoft Outlook & "SAP FICCO"