

CA. ATUL CHANDRA GARG

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Gyan Khand – 1
Indirapuram, Ghaziabad (U.P.)
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Career Objective

A challenging growth oriented position in a progressive company where expansion to new horizons is the buzz word and which challenges its people while enhancing learning and leadership abilities.

Professional Experience

- Working as **Deputy Manager- Accounts & Finance** with **M/s Nav Bharat Vanijya Ltd.**, a group company of JK Organisation since July 2018. M/s Nav Bharat Vanijya Ltd hires professionals like Chartered Accountants, Advocates, HR head etc for JK Organisation.

Work Profile:

- Finance & Accounts operations inclusive of Taxation, Statutory Compliance, Auditing & so on.
 - Maintaining general ledger accounts by creating journal entries, reconciling accounts payable and receivable ledgers.
 - Leading and Heading the Accounting Team and ensuring compliance to the defined accounting policies and procedures.
 - Summarizing the financial status of the organization by way of timely preparation of annual reports, analyzing the expenditure monthly basis to control expenses.
 - Handling GST, Budget, Audit, Taxation & Finalization of Accounts and Mutual Funds.
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- Worked as **Deputy Manager- Internal Audit** with **M/s JK Tyre & Industries Ltd.** since July 2014 to June 2018 and joined M/s JK Tyre as Asst. Manager in January 2011. The company has in house internal audit deptt. handling the internal audit function of following group companies/ units:
 - a. M/s JK Tyre & Industries Ltd.
 - b. M/s JK Agri Genetics Ltd.
 - c. M/s JK Sugar Ltd.
 - d. M/s Cavendish Industries Ltd,

Work Profile:

- Audit of marketing offices situated in more than 40 different locations (of JK Tyre) in India. Covering all aspects of sales accounting in addition to checking for the compliance and implementation of company's policies, guidelines & circulars.
- Audit of plants situated at different locations of India (for the above mentioned companies). During plant audit covering each & every function like purchase, Stores, Sales & dispatch, Administration, etc.
- In addition to above, audit of H.O- accounts, taxation, Fixed Deposits, Publicity etc. are carried out on regular basis.

- Reporting to Head of Internal Audit (V.P. Level).

Major Observations:

- Outstanding of dealers should be as per norms. Sometimes outstanding does not found as per norms. For example one of major construction dealer has outstanding `150 lacs against `80 lacs bank guarantee (BG) out of which `20 lacs BG found expired. Thus total outstanding was `90 lacs against which no BG. A check was imposed in system so that outstanding could not go more than secured amount.
- Perform cyber security risk assessment and controls on data loss due to theft,
- Fake hotel bills observed. Management take serious action.
- Negative stock found that depot office not entered STAs in system.
- At plant audit, as per canteen agreement maximum 205 number of LPG cylinder will be given to canteen every month. If use of cylinder is less than 205 cylinder during the month then 50% of value of savings will be paid to contractor. As per analysis of data for last one year, 1969 cylinders consumed. On average 164 cylinders required per month. Thus we are saving approx. `3 lacs. $[(205-164)*12*1200/2]$ in a year. Management take action to reduce up to 170 LPG cylinder to contractor.

- Working as Manager Audit & Taxation with **M/s Rishi Bansal & Associates (Chartered Accountants)** from May, 2009 to December, 2010.

Work Profile:

- Handling Scrutiny Assessments.
 - Incorporation of Private Limited Companies.
 - Dealing with Registrar of Company, Delhi & Haryana.
 - Handling Bank Audits.
- Working as Audit Assistant with **M/s Virmani & Associates (Chartered Accountants)** from June, 2008 to February, 2009.

Work Profile:

- Handling Statutory & Internal Audit.
 - Stock Audit of Union Banks.
 - Fixed Assets Verification.
 - Preparation of Financial Statements.
 - Preparation of TDS details and filing returns.
- Working as Paid Assistant with **M/s N.Narasimahn & Company (Chartered Accountants)** from August, 2007 to March, 2008.

Work Profile:

- Responsible for ensuring integrity & accuracy of complete financial records & book keeping.
- Responsible for statutory and tax compliances & Finalization of Books of accounts.
- Preparation of returns of income.

Articleship Details

- M/s Jain P. Kumar & Co., Chartered Accountants.

Some of the Notable Clients handled:

- Max Steel Processing House Pvt. Ltd.
- Delhi Metro Rail Corporation Ltd. (D.M.R.C.)
- Toyo Springs Ltd.
- J.B.Motors Pvt. Ltd.
- MMX Mall, Ghaziabad.
- Fedders Lloyd Pvt.Ltd.

Professional Qualification

- Qualify CA (final) in May, 2009 (Both Group) from The Institute of Chartered Accountants of India.
- D.Pharm from Jamia Hamdard University, New Delhi.

Academic Qualification

- B.Com from Meerut University in 2005

Computer Skills

- Good working knowledge of MS-Office.
- Working experience of SAP & Tally.

Personal Details

Father's name : Late Dr. Pramod Chandra
Date of Birth : 24th June 1979
Marital Status : Married

Atul Chandra Garg