

CURRICULUM VITAE

SUBHASH DEV
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PROFILE

Self-motivated, disciplined, committed to performance and have a desire to excel. Have tenacity to beat odds and always strive for improved performance.

OBJECTIVE

To trace the path of success through continuous learning hard work and persistence and make a mark in corporate world.

EDUCATION

Master of Business Administration (MBA-Finance) Full Time (2002-2004) from, Jiwaji University, Gwalior.

B.Com. (Taxation) (1997-2000) from Rani Durgawati University, Jabalpur.

Intermediate (10+2) (1995-1997) from G.G.S.Khalsa H.S. English Medium School, Jabalpur (M.P. Board Secondary Education, Bhopal)

COMPUTER LITERACY

DISM Course from APTECH, Jabalpur.

CERTIFICATE COURSE

NCFM Certificate in Financial Markets- Beginners Module

SUMMER TRAINING

“Evaluation of Working Capital of Cadbury India Limited” at Cadbury India Limited, Malanpur.

OTHER PROJECT

“Job Satisfaction and Patients Satisfaction of Grover Hospital” at Gwalior.
“Establishment of New Business in Gwalior City” at Gwalior.
“Ratio Analysis of Ranbaxy Lab. Ltd.”

EXTRA CURRICULAR ACTIVITIES

NCC ‘C’ Certificate from 1 MP Naval Unit

WORK EXPERIENCE

Company Name: **Holisol Logistics Pvt Ltd**

as Controller - F&A. (June 2019- June 2020)

Job Responsibility: Finance Controller for group company, to ensure all accounting for sale, purchase, sales returns etc. is done in a timely and correct manner, ensure accounts payable, accounts receivable and general accounting is done as per accounting standards and as per standard operating procedures, ensure employee advances, payment and recoveries are done correctly. Review and approve employee travel and expense claims. To keep track of account receivables and aging of debtors and to ensure account receivables are collected as per contractual terms. Timely and correct accounting and maintenance of Fixed Assets records. Manage all payments and receipts in banks and cash, manage petty cash, review and approve all payments in line with company SOP. Reconciliation of all bank accounts. Prepare month end journal entries for accruals and adjustments as required. Ensure withholding taxes, Income Tax, GST and other taxes as applicable are calculated and deposited as per statutory timelines. All compliances related to GST, Income Tax, PF, ESI, Gratuity and other applicable laws are done timely and as per statutory requirements. Confirmation of Debtors and creditors balances on a quarterly basis and proper documentation thereof. Liaise with other service providers such as lawyers, direct and indirect tax consultants, secretarial team etc. to ensure timely filing of statutory returns and also reflection of appropriate transactions in financial reporting. Prepare and review MIS reports as per agreed formats and to prepare period end trial balance. To ensure maintenance and storage of all documents, workings, schedules, returns, certificates etc related to finance and taxes since the start of business. To ensure the Daily MIS/ Monthly MIS is been shared with the Directors/Investors at specified intervals. To coordinate with other functions and other internal stakeholders for necessary flow of information. Responsible to close the books of accounts on month end and get reviewed and approved from management of the Company. Responsible for preparation of Balance Sheet, Profit and loss account, Cash flow and trial balance of the Company on yearly, quarterly and monthly basis. Responsible to get statutory audit, internal audit and tax audits done as per statutory requirements. Examine all financial reports and data closely to check for discrepancies. Create systems to prevent errors in data collection and calculations. Report to the CFO with timely and accurate financial information. Assist the CFO in presenting reports to senior executives, stakeholders, and board members.

Company Name: **Ferns n Petals Pvt. Ltd.**

as Sr. Manager - F&A. (April 2018- June 2019)

Job Responsibility: Supervising and controlling the entire accounts and finance department of FnP and Ecom business, responsible for Accounting statements, Finalization, Tax, compliance, MIS, regulatory reporting, Budgeting, forecasting, closely working with Unit Business Heads to ensure that business gets required support from finance function, MIS preparation. Ensuring that appropriate and adequate mechanisms are in place regarding financial controls at regional level. Statutory compliance, variance analysis, cash flow statements. Working knowledge on the GST returns and implementation of GST law, professional Knowledge in the Excel, Word, and working knowledge on the SAP/Oracle.

Company Name: **Accel Frontline Limited** (CAC Holding Company)

as Regional Controller - F&A. (September 2016- February 2018)

Job Responsibility: Regional Finance Controller for North, Accounts Payable & Accounts Receivable for entire North Region, responsible for Accounting statements, Finalization, Tax, compliance, MIS, regulatory reporting, Budgeting, forecasting, closely working with Unit Business Heads to ensure that business gets required support from finance function, MIS preparation, Regional Profitability and Branch Profitability. Ensuring that appropriate and adequate mechanisms are in place regarding financial controls at regional level. Statutory compliance, variance analysis, cash flow statements. Working knowledge on the GST returns and implementation of GST law, professional Knowledge in the Excel, Word, and working knowledge on the SAP/Oracle.

Company Name: **Forbes & Company Limited** (Shapoorji Pallonji Group) (Shipping & Logistics Div.) as Deputy Manager-F&A. **(January 2011-July 2016)**

Job Responsibility: Regional Finance Controller for North & West Region, Accounts Payable & Accounts Receivable reports for all India, responsible for financial operations including, budgeting, taxation and audits, closely working with Unit Business Heads to ensure that business gets required support from finance function, MIS preparation, Regional Profitability and Branch Profitability. Ensuring that appropriate and adequate mechanism is in place regarding financial controls at regional level. Generating customized MIS reports on various parameters for facilitating the corporate management decision making process, Finalization of Monthly / Quarterly / Annual Accounts, taxation etc. with Auditors for quarterly LR, Internal Audit, Statutory Audit and Final Audit, Preparation of Monthly Financial/Management Accounts under defined standards, monitoring credit control section at regional level, Preparation of financial plan, budgets & estimates, monitoring actual performance of the region against the same, Cost Analysis creating report in Excel from SAP(FI/CO) for Corporate, Revenue/Margin Analysis and working knowledge of SAP.

Company Name: **Educomp Infrastructure & School Management Limited**
as Assistant Manager-F&A **(August 2008 – January 2011)**

Job Responsibility: Monthly Trial Balance, P&L, Balance Sheet and Cash Flow Forecasting. Project-wise profitability, Finalization & Analysis of Financial Statements & Reports, Budgets/Results for construction of School & Trust, Management of School & Trust, handling commercial function for multiple projects. Verification & consolidation of all books of accounts, reconciliation of trial balances auditing books of accounts, Bank Reconciliation, Cash & Fund Flow Management, working on MS-Navision, Coordinating with Auditors for quarterly LR, Internal Audit, Statutory Audit and Final Audit, and implementation of JD Edwards/Navision and Coordinating with various department. Supervision of accounting and bills processing of projects, contracts & services, MIS preparation like CWIP, assets, depreciation, project cash flow, capitalization etc. regular functions. Monitoring bill-passing activities manual as well as online in ERP. Preparing monthly, quarterly, annual accounts w.r.t. Assets, depreciation, capitalization and its impact as IGAP, scrutiny & reconciliation of vendors & service providers.

Company Name: **Jaiprakash Associates Limited** (Jaypee Group)
as Assistant Manager-Finance **(July 2006 – July 2008)**

Job Responsibility: General Accounting, Accounts Payable, Payroll processing (ESI & PF Return & filing), Budgeting, MIS Report and Financial Analysis, Project feasibility report, by using the Tools in Excel, Tally, ERP & SAP (FI/CO), Debtors & Creditors Management, Implementation of SAP in the organization, maintains FAR and report for depreciation on monthly basis, Direct & Indirect Taxation (ETDS, Service Tax, VAT, WCT, Sales Tax, FBT), Reporting to VP-Finance & to Director In-charge of the Project for Real Estate & Expressway Project (Taj Expressway Project).

Company Name: **Star Track Terminals Pvt. Ltd.** (Joint venture of Maersk Line & CONCOR) as Sr. Executive Finance. **(July 2004 – July 2006)**

Job Responsibility: Accounts Receivable & Accounts Payable, Cash Management, Bank Reconciliation, MIS, Budgeting by using the tools in Excel, ERP & SAP System, Income Tax TDS, FBT, WCT, and Service Tax, and Export/Import Documentation Reporting to Sr. Manager Finance & Company Secretary and Managing Director of the Company.

Firm Name: **Singhai Paper Mart** (Distributor of J.K.Corp.Ltd. & Note Book Manufacturer) as Accounts Assistant. **(June 2000 – July 2002)**

Job Responsibility: Internal Audit of the firm, General Accounting in Tally and Manual Accounting, MIS Report on Excel Busy, Tally etc., Computer Accounting as well as Manual Accounting, Daily Report etc., reporting to Proprietor.

PERSONAL DETAILS

<i>NAME</i>	SUBHASH DEV
<i>FATHER'S NAME</i>	SHRI H.DEV
<i>DATE OF BIRTH</i>	JUNE 27, 1979
<i>LANGUAGES KNOWN</i>	ENGLISH, HINDI, BANGLA
<i>PRESENT ADDRESS</i>	B-80, PARIJAT APARTMENT, WEST ENCLAVE, OUTER RING ROAD, PITAMPURA, NEW DELHI-110034
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(SUBHASH DEV)