



## AMIT TIWARI

Senior Level Assignments: ACCOUNTING & FINANCE “Track record of working in diverse work domains such as finance, accounting, budgeting and MIS with recognized proficiency in spearheading business to accomplish corporate plans and goals successfully” ~ Industry Preference: Cement/ Manufacturing

amit.kumar@icai.org

+ 919617963462 /+ 919425203084



### Key Skills

Finance & Accounting



Budgeting & Forecasting



Taxation



ERP Implementation



Reconciliation & Auditing



Cost Planning & Management



MIS Reporting



Risk Management



Team Building & Leadership

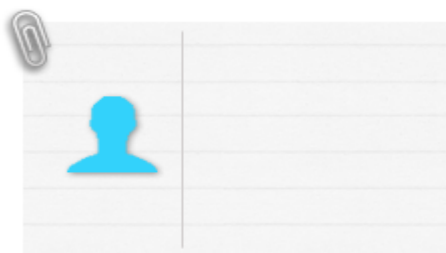


### Profile Summary

- **Over 13 years of experience** with proven skills in financial planning, annual budgeting, preparation of profit & loss, cash flow, balance sheet, forecasting and cost analysis and MIS reporting
- Experience in planning and executing monthly / quarterly / annual closure schedules; providing monthly financial statements; administering the **monthly closing process**
- Track record in **guiding preparation of overall accounting records**, financial statements and other financial reports and assessing conformance to reporting and procedural standards
- Outstanding in **formulating business plans / strategies** for maximizing the profitability & revenue generation and realizing corporate goals
- Supervised all **Indian tax compliance** and submissions covering corporate tax, sales tax, service tax, TDS, income tax and withholding taxes including tax returns, internal reporting and tax accounting
- Expertise in managing **tax matters** & interfacing with **Taxation Authorities and various Government Departments**
- An enterprising leader with skills in leading personnel towards accomplishment of common goals



### Soft Skills

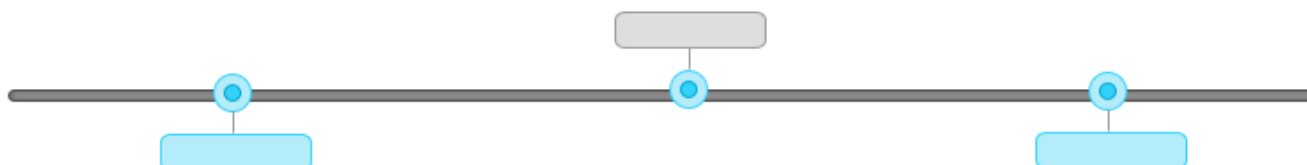


### Education

- **C.A.** from The Institute of Chartered Accountants of India in 2006
- **M.Com.** from University of Devi Ahilya Viswavidyalaya, Indore in 2006
- **B.Com.** from Govt. P.G. College Ambikapur (CG), University of Guru Ghasidas Viswavidyalaya in 2001 in Bilaspur



### Timeline



## Work Experience

Since May'12 with Baikunth Cement Works, Unit of UltraTech Cement Ltd.  
Raipur, Plant Site, Chhattisgarh as Chief General Manager (Accounts)

Heading 12 member team as **Head of Department (HOD)**

### Key Result Areas:

- Managing Finalization of Accounts, Budgeting, MIS Reporting, GST, TDS, Statutory/Internal/Tax Audit and preparing financial statements, budgets and projections for various purpose
- Analyzing variance of budget vs. actual for effective cost management & implementing corrective actions
- Verifying GST, ITC, TDS/TCS and return filing
- Interfacing with head office/ corporate office
- Adhering to the compliances of various law, order, rules & regulations such as GST, TDS etc

### Significant Achievements:

- Track record in working in SAP system – CTM-FICO for project migration from SAP basic module to HANA 16/10 & GST Implementation related changes.
- Implemented daily checking of pending MIGO/ SRIR and reduced bill processing from 5 to 3 days
- Monitored Indirect Tax compliance & made representation before the statutory authority
- Automated preparation of BSPL & MIS reports using advance excel that had required 2/3 days of effort per month
- Improved the timeliness of month-end financial reporting from approximately 10 to 7 days

Jan'07-Apr'12 with Maihar Cement Works, (A Division of Century Textiles and Industries Limited)

### Growth Path:

Jan'07-Dec'08: Management Trainee (Accounts), Maihar, Plant Site, Madhya Pradesh

Jan'09-Apr'12: Senior Manager (Accounts), Mumbai, Head Office, Maharashtra

May'12-Jul'16: Dy. General Manager (Accounts), Century, Plant Site, Chhattisgarh

### Key Result Areas:

#### Senior Manager (Accounts), Mumbai, Head Office

- Prepared annual, quarterly & compared monthly budgets with actual and analyzed variance
- Created well-designed budget and financial models to measure and evaluate the financial success of the organisation for of all 5 cement plants
- Facilitated the preparation of MIS reports for cost/sales, budgets and fund flow statements
- Prepared financial projections for various bank finance, credit rating and sanction from top management
- Interfaced with banks for day-to-day funds management and factory sites and corporate office for quarterly and annual closing of the accounts
- Conducted presentations for review committee, audit committee & board meetings
- Tracked compliances of all the taxation matters

#### Management Trainee (Accounts), Maihar, Plant Site

- Managed indirect taxation, day-to-day plant accounting; TDS and bank reconciliation
- Assessed monthly liability for excise duty and service tax after reconciling / availing cenvat credit for excise duty and service tax paid
- Filled periodic statutory returns; attended excise department audits and show cause notices
- Coordinated with system audit / internal audit of commercial and technical departments at the plant

### Significant Achievements:

- Benchmarked with other Cement manufacturing companies
- Managed indirect tax matters and ensured the timely filing of all Indian tax returns



## Articleship Experience

M/s Prakash C. Jain & Associates, Indore, Madhya Pradesh (Aug'01-Jul'04)



## IT Skills

- MS Office (Excel / Word / PowerPoint / Outlook) & SAP & ERP based accounting systems



## Personal Details

Date of Birth: 27<sup>th</sup> December 1980

Languages Known: Hindi & English

Present Address: Banglow no. -14, Century Cement Staff Colony, P.O. Baikunth, District-Raipur 493116, Chhattisgarh



Permanent Address: Village Bhadar, P.O. Kamari, Dist. Balrampur, 497118, Chhattisgarh