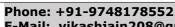
VIKASH JAIN

CA+CS+CMA



E-Mail: vikashjain208@gmail.com

A performance-driven professional targeting assignments in **Finance, Accounts and Taxation** with an organisation of repute

PROFILE SUMMARY

A competent professional with **over 13+ years** of experience in

~Finalization of Accounts ~Budgeting

~Fund Management ~Financial Accounting ~Credit Control.

~Statutory & Internal Audit ~Taxation- Direct & Indirect ~MIS Reporting ~Takeover of company

~Factory Accounting

· Excellent in finalization of accounts

- Expertise in conceptualizing & implementing financial procedures, internal financial controls and internal control procedures and ensuring adherence to compliance
- Skilled in direction, motivation and training to the team for ensuring optimum performance and enhancing their professional skills
- Proven track record of outstanding performance; played pivotal standardization of MIS Reports & reporting formats; bagged 47th Rank at all India level in CMA Final Examinations
- · An effective communicator with strong implementation, interpersonal and people management skills

ORGANISATIONAL EXPERIENCE

Stellar Group., Kolkata

Since -Oct'18

AGM- Finance & Accounts

Key Result Areas:

- Successful Takeover of one logistics company (i.e Innovative logistics Pvt. Ltd)- Negotiation, Closure of Takeover formalities.
- Finalisation of Accounts.
- Handling Taxation matters
- Managing the Finance and Accounts function including Audit (Statutory /Internal), Direct & Indirect Tax with a team size of around 47 members (Finance, Statutory, AR Team, AP Team, POD Team)
- Preparing budgets, reviewing budgetary proposals and calculate variances.
- Preparation and Implementation of SOP
- · Analysis and arrangement of Fund.
- Providing complete tax assessment including Advance Tax and monitoring e-filing of returns with Income Tax & GST Authorities
- Drafting monthly performance review statements for the company(Overall, location wise, Segment Wise)
- Monitoring preparation of reports summarizing the company's business activities and financial position
- Evaluating the internal control systems with a view to highlight shortcomings
- · Heading internal and statutory audit team and facilitating timely completion of audits of various depots
- Supervising Vendor's Management (i.e AP Management)
- Supervising Debtor's Management (i.e AR Management)
- Arrangement of Working Capital Fund- Negotiation, Compliances, checking of documentation.

AKA Group., Kolkata Accounts -HOD Dec'15-Oct'18

Key Result Areas:

- Managing the Finance and Accounts function including Audit (Statutory /Internal), Direct & Indirect Tax with a team size of around 25 members
- Preparing budgets, reviewing budgetary proposals and calculate variances.
- Summarizing current financial status by collecting information and preparing the Balance Sheet & P&L Statement as per Revised Schedule VI
- Preparation and Implementation of SOP

- Analysis and arrangement of Fund.
- Providing complete tax assessment including Advance Tax and monitoring e-filing of returns with Income Tax, Sales Tax, Service Tax & GST Authorities
- · Drafting monthly performance review statements for the company and each sites
- Monitoring preparation of reports summarizing the company's business activities and financial position
- Evaluating the internal control systems with a view to highlight shortcomings
- · Heading internal and statutory audit team and facilitating timely completion of audits of various depots
- Assessing vendor's ledger reconciliation and rendering documentation work for bank loans

RSH GLOBAL(Joy Cosmetics)., Kolkata Manager Accounts

Feb'11-Nov'15

Growth Path:

Feb'11 -Oct'11 Senior Accounts Executive
Nov'11-Oct'14 Asst. Manager Accounts
Nov'14-Nov '15 Manager Accounts & Taxation

Key Result Areas:

- Managing the Finance and Accounts function including Audit (Statutory /Internal), Direct & Indirect Tax with a team size of around 15 members
- Summarizing current financial status by collecting information and preparing the Balance Sheet & P&L Statement as per Revised Schedule VI
- Providing complete tax assessment including Advance Tax and monitoring e-filing of returns with ROC, Income Tax, Sales Tax & Service Tax Authorities
- · Drafting monthly performance review statements for the company and each depot
- · Preparing budgets, reviewing budgetary proposals and providing supporting documentation
- Monitoring preparation of reports summarizing the company's business activities and financial position
- Evaluating the internal control systems with a view to highlight shortcomings
- Heading internal and statutory audit team and facilitating timely completion of audits of various depots
- Assessing vendor's ledger reconciliation and rendering documentation work for bank loans

Highlights:

- Instrumentally contributed in the standardization of MIS Reports and reporting formats in the organization which helped in better and meaningful flow of information
- Provided information on financial status by preparing special reports such Monthly Profit & Loss Statement, Debtors/Creditors/Inventory Ageing.
- Accelerated the monthly reconciliation process from a 7th day to 20th day task through measures such as Monthly MIS & Inventory Reconciliation.
- Recorded all accounting entries in SAP & Tally.
- Achieved cost saving worth INR 35 Lakhs through measures such as Controlling Team Size & Export Benefits.

Joy Beauty Care Private Limited, Kolkata Accounts Executive

Jun'07-Feb'08

Kev Result Areas:

- Drafted financial statements, closed accounts and reconciled financial discrepancies by collecting & analysing account information
- Compiled details and filed online returns for Income Tax along with e-filing of returns, forms and other documents with R.O.C. office such as Annual Return, Balance Sheet and other e-forms as required under MCA-21 projects

Prepared minutes books of board meetings, general meetings & other meetings

ARTICLESHIP

Organisation: Mandawewala & Co., Chartered Accountants, Kolkata

Period: Mar'09 – Feb'11 Role: Article Assistant

Organisation: K. Agarwal & Co., Chartered Accountants, Kolkata

Period: Feb'08 – Feb'09 Role: Article Assistant

Responsibilities:

- Entrusted with the responsibility of maintenance of books of accounts of Private Limited Companies
- Participated in statutory, concurrent and tax audit of companies, schools and firms such as Rupa & Co., Bank of India and so on
- Executed e-filing of returns, forms and other documents with R.O.C. office such as Annual Return, Balance Sheet and other e-forms under MCA-21 projects

ACADEMIC DETAILS

2011	Chartered Accountance	from Institute of Charte	red Accountants of	India ((ICAI)
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2010 Company Secretary from ICSI

2009 Cost and Management Accountant from ICWAI

2005 B.Com. (Hons.) from V.B.U.H., Giridih

2002 12th from J.I.E.C., Giridih 2000 10th from B.S.E.B., Giridih

Other:

- · General Management and Communications Skills Course conducted by ICAI
- Diploma in Computer Application & FA with L.C.C. from Giridih.

TRAINING

Compulsory Computer Training Programme conducted by ICAI, ICSI & ICWAI

ACADEMIC ACHIEVEMENT

Secured 47th Rank at all India level in CMA Final Examinations

IT SKILLS

Knowledge of SAP, Tally, MS Office and other Internet Applications

PERSONAL DETAILS

Date of Birth: 16th July, 1984 Languages Known: English and Hindi

Address: Subarno Bhoomi Complex, Block: Kadamba-1, Flat F301, 36, Gorskhabasi Road, Kolkata

-700028, West Bengal