



## VIKASH JAIN

CA+CS+CMA

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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
  - ~Statutory & Internal Audit
  - ~Taxation- Direct & Indirect
  - ~Budgeting
  - ~MIS Reporting
  - ~Takeover of company
  - ~Fund Management
  - ~Financial Accounting
  - ~Factory Accounting
  - ~Credit Control.
- 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 47<sup>th</sup> 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**  
**AGM- Finance & Accounts**  
**Key Result Areas:**

**Since -Oct'18**

- 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**

**Nov'11-Oct'14**

**Nov'14-Nov '15**

**Senior Accounts Executive**

**Asst. Manager Accounts**

**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 7<sup>th</sup> day to 20<sup>th</sup> 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**

**Key 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 Accountancy from Institute of Chartered Accountants of India (ICAI)  
 2010 Company Secretary from ICSI  
 2009 Cost and Management Accountant from ICWAI  
 2005 B.Com. (Hons.) from V.B.U.H., Giridih  
 2002 12<sup>th</sup> from J.I.E.C., [Giridih](#)  
 2000 10<sup>th</sup> 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 47<sup>th</sup> 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: 16<sup>th</sup> July, 1984  
 Languages Known: English and Hindi  
 Address: Subarno Bhoomi Complex, Block: Kadamba-1, Flat F301, 36, Gorskhabasi Road, Kolkata -700028, West Bengal