**VISHAL KUMAR JAISWAL (CA.& M.Com)**

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**Mobile:**+91- 9903099149, +91- 7682847408

**Current Location : KOLKATA**

**CAREER PRÉCIS**



* **Qualified Chartered Accountant (CA), Commerce Post Graduate with over 11 years post qualification and 4 years of pre qualification experience in the field of Audit, Finance & Accounts.**
* **Working Knowledge in ERP packages like SAP, Oracle & Tally etc.**
* **Ability in improving operations, enhancing business growth & maximising profits through the achievements in finance management, internal controls & productivity improvements.**
* **My Professional Experience Includes experience in :**
* Planning & conducting Audits of Listed Companies under applicable laws.
* **Statutory Audits**
* **Internal Audits**
* **Tax Audits**
* **Budgeting & Planning**
* **Controlling**
* **Receivable Mgt.**
* **Fund Management**
* **MIS Reporting**
* **Credit Control**
* **Auditing**
* **Internal Control**
* **Sales Tax**
* **Implementation of Reports into SAP**
* **Taxation**
* Analysing business plans vis-a-vis actual performances, business operations on a routine basis and delivering report to clients under strict timelines.
* Reporting fund blockages and improvement in business processes to the top management.
* Planning & Conducting Tax Audits under Income tax Act 1961.
* Controlling the process which comprises sale order, billing, collection, credit or debit note settlement, reporting and compliance.
* Close interaction with Director, Marketing Personal & Customers for ensuring the marketing targets & its achievement.
* Work with business owners to define annual, quarterly and monthly budget.
* Monitoring & Reconciliation of Customers and Group companies accounts.
* Ensure timely & accurate delivery of daily/ weekly/ monthly Business reports.
* With Effective credit control reduced Bad Debts up to 2% and ensuring 90 % Collection & Debit/ Credit Note settlement on time.
* Prepared financial statements and consolidation of group companies as per schedule-VI of Company Law and leading the statutory audit.
* Review of transactions, verified ledger & trial balance checked for discrepancies.
* Coordinating with auditors for conducting internal, tax and statutory audits.
* Evaluating internal control systems to highlight shortcomings & implement corrective actions.
* Supervising the Sales tax team for all Sales tax related issues.
* Designed and Implemented several Reports into SAP related to Debtors, Sales Tax Forms, and Logistic for simplification of job.
* Handled litigation and day to day issues relating to direct& indirect taxes. Co-ordinating with Auditors for providing transfer pricing report to the tax authorities.

**CAREER CONTOUR**



* **Jan’19 - Jun’20 Greenply Industries Ltd. – Asst General Manager - Commercial**
* **Feb’15 - Jan’19 Hindusthan Urban Infrastructure Limited, as Manager – Finance & Accounts.**
* **Dec’10 - Jan’15 Orissa Manganese & Minerals Ltd. as Dy. Manager – Finance & Accounts.**
* **May’10 - Nov ’10 Amrit Exports Pvt. Ltd. as Assistant Manager – Finance & Accounts.**
* **May’09 - Apr ’10 ABR& Co - Audit Executive**
* **Nov’04 - Apr ’09 N.K. Roychowdhuray – Articleship, Rustagi & Co – Audit Trainee.**

**SCHOLASTICS**



**Professional & Academic Qualification**

2009 Chartered Accountant (C.A) (ICAI), (55%)

2004 M.Com (C.U), (50%)

2002 B.Com Honours (C.U), (60%)

1999 Higher Secondary (WBHSE), (62%)

1997 Madhyamik (WBBSE), (64%)

**SIGNIFICANT ACHIEVEMENT**



* Helped client in recovering credit of service tax from department.
* Educated client on issues involving Service tax & Value added tax to avoid serious litigations and penalties in future.
* Reconciled Accounts of IOCL & BPCL (biggest vendor) of the organisation and recovered un-reconciled advances.
* Collected 90% old and 70% Current Year Sales tax forms and reduced up to 90% of short collection forms.

**WORK EXPERIENCE**



**Greenply Industries Ltd. Designation: Asst. General Manger - Commercial**

**Serving period: Since Jan’2019 – Jun’20**

I was worked with Greenply Industries Ltd at Amtala Factory, Greenply Group is largest manufacturer of Plywood’s and Plywood’s related products, having group turnover of Rs. 2,000 crore.

* Complete responsibility of Plant commercial, accounts, Stores, Despatch and Admin department.
* Finalization of monthly Trail Balance for Head Office
* Preparation of Month and Annual Budget.
* Annual Budgeting & MIS reporting.
* Capitalisation of Project.
* Debtors & Cash management.
* Vendor balance reconciliation & Control.
* Liasioning with Bankers & Auditors.
* Developing internal control procedures and Co-ordinating implementation of Internal Audits.
* Handling issues/litigations related with Indirect & Direct taxation (mainly GST, Excise and Service Tax).
* Reconciliation of GST and others statutory account as per books.

**Hindusthan Urban Infrastructure Ltd. Designation: Manager (F & A)**

**Serving period: Since Feb’2015 – Jan’19**

I was workedwith HUIL, a flagship company of Hindusthan Group, largest manufacturer of cable and conductor products, having group turnover of Rs. 3,000 crore.

* Complete responsibility of Plant commercial, accounts and admin department.
* Finalization of Accounts annual, and monthly as per Indian GAAP.
* Preparation of Tax Audit Report, Cost Audit Report, CAS – 4 & statutory requirement as per various Law.
* Annual Budgeting & MIS reporting.
* Capitalisation of Project.
* Debtors & Cash management.
* Vendor balance reconciliation & Control.
* Liasioning with Bankers & Auditors.
* Developing internal control procedures and Co-ordinating implementation of Internal Audits.
* Handling issues/litigations related with Indirect & Direct taxation (mainly Excise and Service Tax).
* Reconciliation of GST, Excise, Service, Vat & Sales Tax and others statutory account as per books.

**Orissa Manganese & Minerals Ltd. Designation: Dy. Manager (F & A)**

**Serving period: Dec’2010 – Jan’2015**

Worked with OMML, a 100% subsidiary of Adhunik Metaliks Ltd, largest manufacturer of steel and allied products, having group turnover of Rs. 4,000 crore.

* Finalization of Accounts annual, quarterly and monthly as per Indian GAAP.
* Preparation of Tax Audit Report, Cost Audit Report, CAS – 4 & statutory requirement as per various Law.
* Annual Budgeting & MIS reporting.
* Preparing Day Cost Sheet for management.
* Debtors & Cash management.
* Vendor balance reconciliation & Control.
* Liasioning with Bankers & Auditors.
* Developing internal control procedures and Co-ordinating implementation of Internal Audits.
* Handling issues/litigations related with Indirect & Direct taxation (mainly Excise and Service Tax).
* Reconciliation of Excise, Service, Vat & Sales Tax and others statutory account as per books.

**Amrit Export Pvt Ltd. Designation: Assistant Manager (F & A)**

**Serving period: May 2010 – Nov 2010**

Worked, with AEPL, a largest manufacturer & Exporter of Industrial Garment and allied product, having group turnover of Rs. 200 crore.

* Finalization of Accounts as per Indian GAAP.
* Annual Budgeting & MIS reporting.
* Debtors & Cash management.
* Liasioning with Bankers & Auditors.
* Developing internal control procedures and Co-ordinating implementation of Internal Audits.
* Reconciliation of Excise, Service, Vat & Sales Tax and others statutory account as per books.
* Part of core team member for providing support on ORACLE implementation.

**ABR & Co, Chartered Accountants Designation: Senior Audit Executive**

**Serving period: May 2009 – Apr 2010**

Worked, with ABR & Co, (a Chartered Accountant firm in Kolkata with over forty years of standing) as an audit executive. I was looked after internal as well as statutory audits of the firm. It had been a great learning experience worked with some very senior people in the profession.

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| **Name of Clients Handled** | **Industry** | **Scope of Work** |
| Adhunik Metaliks Limited | Iron & Steel , Power , Mining | Tax Audit |
| Adhunik Alloys & Power Ltd. | Manufacturer of Sponge Iron. | Statutory & Tax Audit |
| Adhunik Ispat Ltd. | Manufacturer of TMT Bars and Wire Rods. | Statutory & Tax Audit |
| Adhunik Corporation Ltd. | Manufacturer of MS Billet and Sponge Iron. | Statutory & Tax Audit |
| State Bank of India | Banking | Statutory Audit |

* Finalization of Annual Accounts of Above Companies and related Audit Reports.
* Preparation of Standard Operating Procedures for various clients.
* Preparation of Various MIS Reports for the Clients.
* Reconciliation of Branch accounts & incorporation into head office for the clients.
* Auditing of Purchase Order, work order, advances for expenses & Salary sheet.
* Checking Statutory & Other compliances as per applicable Law.
* Analyzing Business Plan vs. Performance, Vendors Ageing, Debtors Ageing, Stock reduction plan, working capital requirement, Cash Flow Statement, Production & Marketing plan, Employee A/c & Project Status.
* Analyzing the routine marketing & sales activities of Marketing & Sales Department.
* Audit Planning & reporting of Accounting, Administrative & Plant related matter.
* Analysis and Reporting the blockage of Fund to top management.
* Audit of Mining operations of the clients.

**N.K. Roychowdhuray, Rustagi & CO, Kolkata Designation: Article Trainee & Audit Assistant**

**Serving period: Nov 2004 – Apr 2009**

During my tenure with N.K. Roychowdhuray and Rustagi & Co, I was associated both as an article trainee as well as an audit assistant. I have worked as a team member and also as a team leader. In course of my work I had excellent exposure to both statutory and internal audits.

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| **Name of Clients Handled** | **Industry** | **Scope of Work** |
| TNT(Formerly Speed Age) | Courier Cargo Service | Statutory & Tax Audit |
| Associated Road Carriers Ltd. | Goods Transporter | Statutory & Tax Audit |
| Vikram Greentek India Ltd. | Rose Flower Exporter | Statutory & Tax Audit |
| Paracoat Product Ltd | Leading Melt Sheet Supplier to  Four wheeler company in India. | Internal Audit, ROC & Accounting. |
| Krypton India Ltd | Manufacturer of Footwear & Tyre | Internal Audit. |
| Gupta Electrics Co. | No. 1 Retailers of Electric Motor  In eastern region of India. | Accounting. |
| Mahananda Suppliers Ltd | Non-Banking Financial Company | Statutory Audit and RBI Compliance |
| Unique International (P) Ltd | Manufacturer of Leather Product | Statutory & Tax Audit |

* Areas audited like Procurement, Sales and Marketing, Security Management, Finance and Accounts, Excise and Vat, CAPEX.
* Factories and depot visited for the above mentioned audit were (Delhi, Pu ne, Mumbai and Kolkata –HO).
* Special audit on the status of advances and liabilities of the factories and office including utilization of cenvat credits.
* Scope of work included routine compliances checking, the major scope of work included fixed assets verification, revenue collection and payments for materials.
* Develop in-depth understanding of business processes and internal control procedures critical to organizational functioning.
* Carry out detailed reviews of existing procedures and controls.
* Discussing issues with the client and obtaining client acceptance, preparation of draft reports for Partner’s review, submission of final report to the clients.
* Acquire in-depth knowledge of the accounting processes and preparation of financial statements.
* Thorough awareness of various Accounting and Auditing Standards, Guidance Notes, Corporate Law, and their application.

**PERSONAL DOSSIER**



** Marital Status: -Married**

** Passport No: - K0470189**

** Language: -Hindi, English& Bengali.**

** Date of Birth: -22nd July 1980**

** Contact No: -+91- 9903099149, +91 -7682847408**

** Email ID: -** [**vishal\_kr\_jaiswal@yahoo.co.in**](mailto:vishal_kr_jaiswal@yahoo.co.in)**.**