**MUKESH KUMAR CHOUDHARY**

**E-mail: choudharymukesh.1982@gmail.com**

**Mobile: +91-8389999820**

**Senior Finance and Accounts Professional offering 15.5 years** of extensive experience in managing entire financial accounting transactions, reporting and policies while implementing complex business processes and operational improvements; targeting senior-level assignments with a reputed organization

|  |  |  |
| --- | --- | --- |
| **Core Competencies**  ***Finalisation of Accounts***  ***Budgeting & Cost Control***  ***Statutory Compliance***  ***Taxation (Direct / Indirect)***  ***Financial Analysis & Planning***  ***Internal Financial Controls***  ***Stakeholder Management***  ***Management Reporting (MIS)***  ***Accounts Payables / Receivables***  ***Team Building & Leadership*** |  | **Profile Summary**   * Experienced in managing **end-to-end financial accounting**, receivables & payables, ledger books, bank reconciliation, cash flow, **finalization & consolidation of accounts** (Balance Sheet / P&L) and inter-company transactions * Custodian of **financial planning & analysis**, internal / regulatory reporting, budgeting & forecasting leading to long-term improvements in **cost saving, profitability & productivity** * Enhanced financial processes through initiatives geared towards lowering risk, heightening productivity & **improving internal control** * Proficiency in preparing **Financial & Management Reports** like Cash Flow Statement, Outstanding Liabilities Report and Cost Variance Analysis; created and reviewed business plans and financial models * Extensive working knowledge of **accounting systems** (ERP), accounting standards and statutory / regulatory compliances * Supervised all **direct & indirect** **tax compliance and submissions** including GST and Income Tax computation, tax returns, internal reporting and tax accounting * Managed qualified **finance & accounting staff**, emphasised on increased training and improved morale amongst staff |

**Organisational Experience**

**Singhal Enterprises, Bhagalpur, Bihar Since Nov’20**

**Manager (Accounts & Finance)**

**Key Result Areas:**

* Same as mentioned below

**AKA Logistics Pvt. Ltd., Kolkata, West Bengal Mar’15 - Oct’20**

**Deputy Manager (Accounts & Finance)**

**Key Result Areas:**

* Strategizing & implementing accounting and financial policies/ principles and tracking systems for various functional areas
* Spearheading overall accounting operations pertaining to accounting transactions, formulation / finalization / consolidation of various accounts and statements like trial balance, profit & loss account, cash flow, balance sheet and various reconciliation statements
* Managing Accounts Payables (AP) & Accounts Receivables (AR) and processing payments by verifying documentation, and requesting disbursements
* Steering reconciliation of bank accounts and financial discrepancies by collecting and analysing account information
* Generating various MIS reports like Cash Flow Statement, Costing & Budgeting for project wise analysis, outstanding liabilities report and so on
* Interfacing with statutory & internal auditors and government departments for ensuring statutory & internal control / policy compliance
* Driving cost savings by coordinating with cross-functional teams and leading process improvement initiatives
* Drafting budgets & conducting variance analysis to determine projected vs. actual; implementing corrective actions
* Ensuring the accuracy of book-keeping, documents for records, as well as their compliance for fulfilling various statutory / taxation obligations including assessments and returns in liaison with respective departments and consultants
* Guiding accounting clerical staff by coordinating activities and answering questions
* Supervising the Direct and Indirect Tax computations including TDS, GST and IT Return of Co.
* Ensuring timely calculation, deduction & deposit of TDS and Service Tax / GST
* Undertaking preparation and submission of monthly bill of clients as per terms of LOI/Work Order on timely basis and following up for releasing the payment
* Checking passed bills from client for correct deduction like Penalties/VAT/Income Tax & so on
* Booking all types of invoice, expenditure and maintaining Invoice Tracker Statement
* Processing payments to all vendors as per PO terms & conditions after checking TDS & Pre-payment
* Implementing various accounting systems / processes as per business needs (as-is & to-be analysis) and reviewing processes as per business specifications

**C&C Construction Ltd., Patna, Bihar Feb’09 - Mar’15**

**Assistant Manager (Direct, Indirect Tax & Logistics)**

**Key Result Areas:**

* Led Direct and Indirect Tax including TDS Return, V.A.T. Return, timely submissions & tax planning for 10 projects in Bihar & 2 projects in Jharkhand
* Ensured timely calculation, deduction & deposit of Entry Tax, WCT, VAT, TDS and Service Tax
* Processed payments to vendors after checking TDS, Pre-payment, CST & WCT as per PO terms & conditions
* Maintained proper records of Road Permits Bihar (D-VIII, IX, & X) & Jharkhand (504-G, P & B) issuance and collection of the same from Sundry Creditors, Branches and Logistics Department
* Addressed matters related to Forms (C & F) issuance; collected the same from departments and maintained records (Bihar & Jharkhand)
* Reviewed and verified passed bills from client for correct deduction like Royalty/VAT/Income Tax
* Prepared & filed tax returns of T.D.S., tax returns individuals
* Managed debtors & creditors for decision-making; reviewed & analysed bank accounts & MIS reports
* Booked expenditure invoices in SAP Accounting (Oracle 8.0 Base) Package and maintained Invoice Tracker Statement
* Monitored issue of WCT/TDS Certificate to vendors

**Previous Experience**

**Banowari Lal Agarwalla (P) Limited, Jharkhand Aug’06 –Jan’09**

**Senior Accountant (Accounting)**

**Kedia & Co., Kolkata, W.B. Jul’05 – Jul’06**

**Assistant Accountant (Accounting)**

**Education**

* **MBA - Finance** from Magadh University, Bodh Gaya in 2013
* **Bachelors** from T.D.B. College, Burdwan University, W.B. in 2004

**Other Course:**

* Honours Diploma in Web – Application (1 Year) from NIIT

**IT Skills**

* DOS, 98, NT, XP, Linux, Office 2007, SQL Server 7.0, Java
* Accounting Software, Tally ERP
* Oracle E-Business Suite [Oracle Application 11 (I)]

**Personal Details**

**Date of Birth:** 20th August 1982

**Languages Known:** English, Hindi and Bengali

**Address:** 186, East College Para, Raniganj, Burdwan, West Bengal