

## CA PANKAJ KUMAR SINGH

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### **MIDDLE MANAGEMENT PROFESSIONAL**

**Finance & Accounts /Costing/ Budgeting / MIS / Audits**

- |  |  |
|--|--|
| - Finance & CO Module in EPICOR ERP, Tally ERP | - Consolidation of Accounts                    |
| - Costing & Variance Analysis                  | - Monthly Financial Statements as per IFRS     |
| - Annual Budgeting                             | - Quarterly Forecasting                        |
| - MIS & KPI Reporting                          | - CAPEX capitalization & Inventory Management  |
| - Statutory, Internal Audit                    | - Funds/Working Capital Management             |
| - Worked in IT & ITES, Trading Industries      | - Statutory Compliances of India and Hong Kong |

### **Skill Set**

Middle Level Executive with extensive expertise in Financial Accounting, Costing, MIS, Budget & Forecasting in diversified industries. Proven ability to improve operations, impact business growth & maximizing profits through achievements in finance management, cost reductions, internal control & productivity improvements. Resourceful for evolving systems, procedures & manuals for managing Operational efficiencies.

### **ORGANIZATIONAL EXPERIENCE**

#### **Current Organisation**

**FIBER PLUS LLC**

**(17<sup>th</sup> April'15 to till date)**

**Manager – Finance and Accounts**

Fiber Plus LLC "FPL" is leading manufacturer of "Polyester Staple Fiber" in UAE. Registered with RAK Investment Authority (RAKIA) with having manufacturing capacity of 40 MT per day.

#### **Key Responsibilities**

- Preparation of standalone and consolidated Financials Statement (as per Indian GAAP, IFRS) and finalization with statutory auditor (BIG 4).
- Preparation and presentation of Annual Operating Plans (Budgets).
- Preparation and presentation of separate monthly MIS for manufacturing, Trading and Service segments and analyzing the actual result and variances of revenue and expenses as actual vs budget.
- Project costing for telecom segment and Gross Contribution Analysis, Customer Profit margin Analysis, Overhead Rate absorption.
- Review of Receivables and Payable ageing reports and co-ordinate cash flows and working capital management and ensure continue adequacy of cash.
- Liaising with Banks, Letter of Credit (LC) management, Discounting of Usance LC.
- Performing the analytical review of financials and accounting matters and supervise & guide the team at various operational level for better and qualitative output and to ensure knowledge management and people development.
- Implementation and review of internal control system within the department at various level of operations.
- ERP - EPICOR Finance and costing module implementation.

## **Previous organization**

**AVANTHA BUSINESS SOLUTIONS LTD (Part of Avantha Group)**  
**Assistant Manager - Finance & Accounts**

**(12<sup>th</sup> March'12 to 10<sup>th</sup> April'15)**

Avantha Business Solutions Ltd. (ABS) is a JV between Avantha Holdings Ltd. (India) and Full Road Holdings Ltd. (Mauritius). ABS a MNC organization having subsidiaries in USA, is a business process solution provider for global clients in diverse vertical and horizontal streams like finance and accounts, healthcare, financial and mortgage services, human resource and knowledge process outsourcing etc.

## **Key Responsibilities**

### ***Taxation***

- Computation, payment and filing return of Service Tax, TDS, Advance Tax, Income Tax and Sales Tax and CENVAT credit register. Service Tax Audit.
- Companies Act – XBRL Filing, Annual Return filing, Creation / Modification of charge, Director Report and compliance as reported u/s 212 of Companies Act 1956.
- STPI - Preparation and filing of MPR, APR, Softex, Renewal of Green Card and DTA permission. Bonding and De-bonding of fixed assets and premises under STPI and Customs.
- RBI - Preparation and filing of Annual Progress Report and Annual return on Foreign Liabilities and Assets
- Tax Audit Report. Preparation and facilitating the information (FAR, 3CEB, Study report) for Transfer Pricing.
- Foreign inward /outward remittances, BRC, Preparation and filing of form 15 CA, A-2 etc.

### ***Accounting***

- Preparation of Financials Statement as per Companies Act 2013. Accounting of deferred revenue, prepaid expenses, monthly depreciation as per Companies Act 2013 and exchange fluctuation.
- Annual Operating Plan (AOP) and future projections.
- Monthly MIS and Fortnightly Cash flow statement, Variance of actual result with budget. Receivables and Payables management includes credit control, ageing analysis, reconciliation and follow up.
- Validation of all vouchers, supervision and guiding the accounts team at various operational level for better and qualitative output

### ***Banking and others***

- Liaising with Banks, funding and enhancement of CC Limit & compliances w.r.t. Monthly Stock/DP statement, submission of Softex, BRC. Discounting of export invoices, Liquidation of discounted Invoices. Forward and hedging of foreign currency. Utilization of pre and post shipment credit facility. FD management.
- Supervision of payroll and reimbursement.
- Exposure in overseas investment in USA and Exposure of Due Diligence.

## **ARTICLESHIP EXPERIENCE**

**R. P. Arora & Co.**

**(22<sup>nd</sup> Jan'09 to 21<sup>st</sup> Jan'12)**

A Reputed CA Firm having diverse and wide range of work like Statutory Audit, Internal Audit, Tax Audit, Income Tax, Service Tax, Sales Tax, Company Law etc. The concern is known for Accuracy and Reliability of its work.

## **Key Responsibilities**

Major Audit Assignment handled during Articleship as a Team Leader. During Articleship have perform a leading role in handling –

- Statutory Audit, Stock Audit, Tax Audit and Internal Audit of various reputed MNC companies.
- Finalization of ITR of individuals and companies and assessment for scrutiny cases for Companies

## MAJOR ACHIVEMENTS

- **Employee of the quarter**, Q1 - FY 2012-13 awarded by **Avantha Business Solutions Limited**.
- **79% Marks in Accounts**, CA PE-II examination.
- Completed my all CA exams before completion of articleship in Nov'11.
- Implementation of all compliances of STPI and Accounting of Fixed Assets as per Companies Act 2013.

## PROFESSIONAL QUALIFICATIONS

**Professional** : **Chartered Accountant (ICAI)**  
 C.A. Final (Both Group), Nov-2011 (2<sup>nd</sup> Attempt)  
 Professional Education II (Both Group), May-2008 (2<sup>nd</sup> Attempt)

## ACADEMICS

**Academics** : **B.Com** (A/c Hons) - 2006, B.R.A. University, Muzaffarpur (Bihar),  
 : **Class XII** (Commerce) - 2002, from B. I. E. C. Patna (Bihar),  
 : **Class X** – 2000, from B. S. E. B. Patna (Bihar),

## SKILLS AND TRANNING

- Certificate course on IFRS from ICAI, 2015
- Seminar on Companies Act 2013, Transferred Pricing, Advance Transferred Pricing (APA) Agreement.
- MS Office - Advance MS Excel, MS word, Power Point Presentations.
- Accounting Software: - Tally ERP, Tally 9 and all old version.
- EPICOR – ERP Finance, Costing Module.

## PERSONAL PROFILE

Father's Name : Sh. Ram Ekbal Singh  
 Date of Birth : 12<sup>th</sup> Dec'1983  
 Marital Status : Married  
 Nationality : Indian

I hereby declare that all the statements mentioned above in my resume are true and correct to the best of my knowledge and belief.

**Place: Dubai**

**PANKAJ KUMAR SINGH**