

Contact Information:

V.P.O. Nangal Bhur
Near: -Police Post.
Tehsil: - Pathankot
District: - Pathankot
State: - Punjab
Country: - India
P.I.N: - 145101
Mobile. 98170-29030
Mobile: 98780-17299
E-mail ID:pankajkumarbehal@gmail.com

**Pankaj Kumar.****Career objective:**

To pursue an account oriented career in reputed Organization, which provides opportunities for continuous learning, positive, and challenging work environment, and enhance professional and personal growth which help to increase my potentials, skills, qualification and knowledge that I have acquired with my experience and education.

Personal Information:

Date of Birth:	September 19, 1982
Nationality:	Indian.
Sex:	Male
Marital status:	Married
Language known:	Punjabi, Hindi, English.
<u>Educational Qualification:</u>	

- B.Com S.P.N.COLLEGE MUKERIAN PUNJAB UNIVERSITYCHANDIGHAR
- PGDMM S.P.N.COLLEGE MUKERIAN PUNJAB UNIVERSITY CHANDIGHAR
- M.COM (Finance) ICDEOL SHIMLA UNIVERSITY
- MBA (Finance) Aptech Institute Nurpur PUNJAB TECHINCAL UNIVERSITY
- CMA Inter

Computer Competencies:

Platform: Window 98, Dos, SAP DATA ENTRY, Tally ERP 9.

Tools: MS Office—Word, Excel, Power Point

Working Experiences:

- M/S R.K.M. Foods Products Dec2003 to June 2007 Finance & Logistic Manager
- M/S Nidhi Elastomer India Pvt. Ltd Oct 2007 to Aug 2009 Executive officers
- M/S I D Sood Ispat Pvt. Ltd Sept 2009 to March 2010 for the post of Finance Manager
- M/S Mapro Food Pvt. Ltd April 2010 to May2012 for the post of Manager.
- M/S I.D.Sood Ispat Pvt. Ltd June2012 to till date for the post of Manager

Present Job profile:-

- Oversee the day to day cash expenses, bank credit lines and other financing requirements as well as reconcile bank statements.
- Verified journal vouchers, purchase bill and generate sale bills according order book.
- Monitor purchase as per schedule time and according to purchase order.
- Filling GST Return, Income Tax return and other return related to Labour department and BIS.
- Finalized salary bill for the employees, pay allowances as per the policy.

- Participate in Production Planning and Raw Material Purchased to effective handling purchase schedule to maintain stock and EOQ level and Monthly reconciliation of Stock physical and prepare analysis for shortage or surplus if any.
- Maintain Assets Register and ensure that the procedures and controls are in place to safeguard all of the company assets.
- Monitor timely insurance to safe guard factory assets and regular follow up for claim case with insurance company for timely settlement.
- Ensure that the procedures and controls in regard to billing, credit and collections are complied with;
- Review/develop/install cost accounting systems and provide internal control and reconciliation processes necessary to maintain integrity and consistency of the accounting data.
- Maintain business liaison with the external auditors, bankers and other government authorities.
- Preparing Cost Sheet for each Sales Invoice and calculating P&L for each Sales Contract.
- Variance Analysis
- Measuring KPIs (Key Performance Indicators) of Logistics/Purchase/Sales/Banking Teams in terms of actual costing and revenue/cost savings generated, or targets achieved, by each Department.
- Maintaining a Real- Time Costing DBMS.
- Costing and Analysing P&L of Various International Branches of the Company.
- Audit of the Invoices and Expenses.
- Monthly and Quarterly Budgeting and Forecasting
- Advising the Directors on Real-Time Profitability, Variances, Cost Controlling, P&L of Respective Cost Centre's (Departments/Teams and Branches), and Quarterly Forecasting and Budgeting.
- Finalize Accounts for the Firm. Arrange follow ups with the clients for timely settlement of invoices and aggressively pursue overdue payments. Prepare monthly income statement and the statement of outstanding for the management

Ref:-

M/S Bharat Bhushan & Co.	CA Bharat Bhushan (Prop.)	09417410507
M/sNidhi Elastomer India Pvt. Ltd.	MirzaMohsin Ahmed (Director)	09819031310
	Shri J.B Doshi (Director)	09821061214
M/sID Sood Ispat Pvt Ltd	Shri. Ravinder Sharma (GM)	09906038162
	Shri.Raj Kumar Gupta (MD)	09906038166
M/sMapro Foods Pvt Ltd	Shri. Santosh Karala.(GM)	09422606683

Area of Interest:

Working as team member in product planning, price planning, cost planning, marketing strategy & project planning, Tax studies and implementation strategy program handling challenging task.

*Every turn in life has new start so keep moving
Flow like Steam of water over challenges to achieve target.....*

Place: Pathankot
Date: 23-10-2017



(PANKAJ KUMAR)