

RESUME

PANKAJ KUMAR SINHA

(12 years of experience in finance and accounts)

Flat No:-1080

Sector:-4 'D'

Bokaro Steel City

Jharkhand

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CAREER OBJECTIVE:

An opportunity in the field of finance that enhances my career by utilizing my experience in a manner that would contribute towards the positive development of the business and organization.

ORGANISATIONAL WORK EXPERIENCE

“Branch Accountant” in Magma Fincorp Ltd at Jhumritelaiya from April'18

Job Profile:

- **Assets files checking & disbursement (Auto Loan, CE Loan, CV Loan, Tractor Loan, Used & Refinance) process.**
- **Disbursement file execution within time**
- **Payment release to Dealer, Manufacturer & Customer**
- **Disbursal file send to HO with TAT**
- **Maintain TAT , Customer compliance & IAD.**
- **Pending FI allocated to FO for enquiry pre-station stage(with proper approval)**
- **NOC generated as per policy & handed over to customer**

- **Interacting with walk in customers in branch and resolving their queries like SOA, PMT, new loan or refinance**
- **Welcome letter and Insurance policy provided to customer**
- **EMI collection from customer by issuing system generated money receipt and banking**
- **Prepare Fund Flow Statement i.e details of receipt , banking deposited slip with CMS details and excel file of EMI details through system**
- **Petty cash management taking necessary approval before make payment of day to day expenses for branch maintainence.**

PREVIOUS ORGANISATIONS

**“Branch Accounts Head” in Mahindra & Mahindra Financial Services Ltd
at Deoghar from Nov’2015 to July’2017.**

Job Profile:

- **Preparing & helping in clearing Bank Reconciliation**
- **Follow up with Branch Manager & Executive for deviation notes for pre-closed, repossessed sold and loss cases. Also follow up for repossession list.**
- **Follow up with Branch Manager & Ececutives for Worksheet on daily basis.**
- **Checking worksheets before sending to RO(Regional Office) so that it does not get rejected for wants of details.**
- **Timely information to Regional Accountant/Mentor regarding irregularity in control observed at branches & delays in processing information to RO**
- **Ensure complete pre & post documentation and stamping of agreements.**
- **Daily Bank balance & fund transfer.**

- **Ensure complete cash register, Expense Voucher control, pay-in-slip serial nos. at Branch.**
- **Preparing preclosure working at branches & send it to RO.**
- **Ensuring attendance muster update & sending it to RO.**
- **Ensure collection of physical verification of own assets and balance confirmation.**
- **Physical verification of reprocessed stock at regular intervals.**
- **Trade advance confirmation & reconciliation & collect holding charges.**
- **Ensure commission & brokerage details are sent & entered at the time worksheet preparation & forward for payment only if it is as per system.**
- **Educate & training other employee to take care of above activities and also make them understand system usage for recovery & NPA projection.**
- **Co-ordinate with local tax consultant & keep proper records for statutory matters.**

“Unit Accountant” in Bhartiya Samruddhi Finance Ltd(BASIX) at Bokaro from Sep’2009 to Oct’2015

Job Profile:

- **Plan for data and disbursement**
- **Monitoring transactions both in the office and field, Generate reports.**
- **Support and coordinate with auditors and visitors as required.**
- **Develop good understanding on all system like HR, Operations, Accounts etc among the staff.**
- **Taking approvals for required transactions, Making vouchers, cheques**
- **Books updating**
- **Send HR update**
- **Cooperate in conducting audit, deliberate on audit observations with the unit head initiate corrective measure, if any suggested by the Unit Head and auditors.**
- **Prepare audit file as per company requirements.**
- **Reconciliation of bank accounts with unit book accounts.**

- Plan stationery receipt books and printed stationery. Procure office consumable with approval from the Unit Head.
- Other routine accounts work
- Audited other units of organisation.

SPECIAL ASSIGNMENT

- Selected and have done audit in 8 units of Jharkhand and West Benagl(BASIX). In audit, I have checked and prepared report unit wise on Home office system like maintenance of statutory file, cash and bank register, Receipt Reconciliation, Bank control chart, inter-office reconciliation, BRS, Loan document, Attendance register , leave register, Back up register, Daily routine work in unit.

“Sr.Executive(Finance)” in **“COMNET VISION INDIA(Pvt) LIMITED”**, Janakpuri, New Delhi, from April’1999 to June’2003.

Job Profile:

- Maintain Accounts
 - Preparation of monthly profit & loss and balance sheet
 - Weekly follow up on receivable
 - Reconciliation of accounts, mainly credit parties.
 - Bank reconciliation.
 - Cash & Bank payments
 - Other routine accounts work
 - Liaison with banks and debtors.
- (All the accounts operations are handling through Tally)

“Senior Faculty” (computerized financial accounting)and **Technical Support Manager** from January’04 to December’07 in Brainware Computer Academy, Bokaro Centre. My job profile is to trained student with accounting packages like (Tally, Fact, Ex-Ngn, Ace), auditing, financial analysis, taxation(Direct & Indirect), statutory deduction, payroll, ROC, Investments and Banking.

“Centre Manager” and “Senior Faculty” (computerized financial accounting)from January’07 to September’09 in Brainware Computer Academy, Bokaro Centre. My job profile is to handle Marketing, Sales and Accounts operation (using tally 9) at the centre as well as to trained student with accounting packages like(Tally, Fact, Ex-Ngn, Ace), computer fundamental, auditing, financial analysis, taxation(Direct & Indirect), statutory deduction, payroll, ROC, Investments and Banking.

EDUCATIONAL QUALIFICATION

Professional Qualification

- **Computerized Financial Accounting from Brainware Computer Academy, Bokaro**
- **ICWAI (Intermediate) Stage 1/Group II completed**
- **‘A’ level from DOEACC**

Academic Qualification

- **B.com from Delhi University, year1997**

AREA OF KNOWLEDGE & SKILLS

- **Accounting**
- **Ms-word, Excel**
- **Computerized accounting package**
 - **Tally 9**
 - **Fact 27.02**

LANGUAGE PROFFICIENCY

- **English and Hindi**

PERSONAL VITAE:

Date of birth: 22nd March, 1976

Father's name: Sri Satyendra Kumar Sinha

Mother's name: Smt Jayanti Sinha

Marital Status: Married



DATE:

Kumar Sinha)

(Pankaj

