

*Nripendra Kumar*  
*C.A. (PE-II), MBA (Finance)*

**Objective:**

- ⇒ Derive satisfaction from my work and input my best to apply my skills and knowledge.
- ⇒ Ensure every professional activity as value addition for client, organization and myself.
- ⇒ Be a member of strong professional team committed to excellence and innovation.

**Career Highlights:**

**January'17 – Till the date Concept Capital Infra Projects Pvt. Ltd. (Construction & Real Estate Industry) Working as an Accounts Manager (Finance)**

- ⇒ Providing Consultancy services to clients.
- ⇒ Checking & Establishment of internal control system.
- ⇒ Preparing audit programs in consultation with client.
- ⇒ Coordination with Rera Team and manage all Rera obligations.
- ⇒ Timely calculation & deposit of TDS & GST.
- ⇒ Coordinate and maintain relation with Bankers
- ⇒ Played key role for Monitor reports on debtors as required by management and BRS of bank accounts of site on monthly basis.
- ⇒ Preparation of Bank reconciliation and tracking of bank balances and there limits
- ⇒ Preparation of Consolidated balance sheet as well standalone balance sheet of the company with financial reports.
- ⇒ Played Key role in improving accounting process during monthly, quarterly & yearly closing.
- ⇒ Played key role for Site Imprest, Site advances, Travel advances, Employee advances on monthly basis and coordinate with executive to send reminders for bills.
- ⇒ Responsible for Gross payroll cost and net salary on monthly basis. To ensure that all control accounts of payroll have proper backups with Payroll executive in coordination with payroll service provider.
- ⇒ Compliance with requirement of schedule of the Companies Act, 2013 for the financial statement.
- ⇒ Compliance With requirement of Due Diligence by the bank and Auditors.
- ⇒ Generate monthly financials, for entire group. To coordinate with accounts people overseas for Trial Balances of overseas legal entities on timely basis for preparing consolidated financial statements as per Schedule VI in India.
- ⇒ Maintains accounting ledgers by posting monthly account transactions.
- ⇒ Updates receivables by coordinating and monitoring daily purchase order processing and bank remittance transactions.
- ⇒ Collects accounts by contacting customers referred by clerks; investigating circumstances of non-payment; negotiating and resolving conflicts; expediting payment
- ⇒ Meets accounts receivable financial standards by providing annual accounts receivable budget information; monitoring expenditures; identifying variances; implementing corrective actions
- ⇒ Responsible for Verify of vouchers, entry in tally of voucher, sale, purchases and expenses.
- ⇒ Handling all site and corporate office cash expenses.

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**Sep'13 to Dec'16 Horizon Concept Pvt. Ltd. (Real Estate Industry) Working as an Asst. Manager (Finance)**

- ⇒ Bank Reconciliation
- ⇒ Vendor Reconciliation
- ⇒ Customer Reconciliation
- ⇒ Reporting on account payable, receivable, revenue, expenditure etc.
- ⇒ Prepare Reports and coordination with banker for project finance
- ⇒ Finalize of Various Books like purchase book, Cash Book, Journal Book.
- ⇒ Timely calculation & deposit of TDS & GST

**– Sep'2010 to Aug'2013 ASRN & Co. (CA Firm) New Delhi as Article Assistant**

Significant Achievements and Accountabilities:

- ⇒ Executed Statutory and Tax Audits of companies / Banks like Punjab National Bank, ICICI Bank, Cyber space Networking Pvt. Ltd. (Software Company), Channel Technology Pvt. Ltd. (Event Management Company).
- ⇒ Finalization of annual accounts in consonance with the applicable accounting standards and various requirements under Company law.
- ⇒ Preparation and filing of returns of Individuals and Companies like Cyberspace Networking Pvt. Ltd. (Software Company).
- ⇒ Conducted Income Tax assessments/ reassessment including handling of various tax planning issues for companies like Cyberspace Communication Pvt. Ltd. (Software Company).
- ⇒ Played a key role in successful completion of Statutory Audit of Arun Dev Builders Pvt. Ltd. And was highly appreciated by the client for the efficient conduct of the audits.
- ⇒ Prepare TDS and Service tax Return of client.

- **Tax Management**

- ✓ Analysis of the financial statements for the purpose of calculating tax provisions at the year end
- ✓ Preparation and Filing of Return of Income
- ✓ Working of deferred tax asset/ deferred tax liability
- ✓ Calculation of the Advance tax and Fringe benefit tax
- ✓ Opinions on the debatable issues and queries of the clients
- ✓ Assessment / re-assessment of the return of Income.
- ✓ Major Clients handled

- **Corporate Accounting and Auditing**

- ✓ Examine and verify Books of Accounts of Clients
- ✓ Compliance with requirement of schedule VI of the Companies Act, 1956.
- ✓ Compliance with Accounting Standards and International Financial Reporting Standard (IFRS).
- ✓ Drafting Audit Reports as per the new reporting requirements of Companies Audit Report Order, 2003 (CARO).
- ✓ Review of Corporate Governance Report and other Secretarial records.
- ✓ Secretarial Compliance including newly introduced e-filing mechanism (MCA 21)

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## Curriculum Vitae

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### Academic Credentials:

CA (Final)	ICAI, Delhi	Pursuing
CA (PE I & PE II)	ICAI, Delhi	2010
MBA (Finance)	Sikkim Manipal University	2015
B.Com (Hons)	Patna University, Patna	2003
Secondary Higher School (12 <sup>th</sup> )	M.S College (BIEC, Patna)	1999
High School (10 <sup>th</sup> )	SYR High School (Bihar Board)	1997

**Date of Birth:** April 9, 1982

### Communication Skills:

⇒ Fluent in speaking/ writing Hindi and English

### Computer Skills:

Platforms: Windows 95/98/XP/7, MS-DOS.  
Software: SAP, MS Office, Tally 5.4,6.2,7.2/9/9 erp, busy software

**Mobility:** Prepared to go anywhere in India or Overseas, an opportunity at Delhi, Noida is always welcome.

### Professional Achievements:

- ⇒ Obtain 97% in Tax paper (B.com).
- ⇒ Governor awarded and national level participation in scout and guide
- ⇒ A team player with exemplary communication, analytical and interpersonal abilities.
- ⇒ Have a blend and exposure of Account, Audits, taxation and secretarial compliance. The knowledge domain has been enhanced and supported by the ensuing works undertaken:

### Family Background:

Father: Ret. Police Officer (Bihar Police)  
Mother: Home- maker  
Brother: Engineer (L& T Surat)

### Hobbies:

- ⇒ Spending time with family
- ⇒ Playing Football
- ⇒ Reading Book

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