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With a constant desire to learn, I want to work with passion and focus in a dynamic organization which challenges my skills and creativity and gives me an opportunity to contribute positively to the performance of the company.

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**SYNOPSIS**

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Young, energetic and result oriented post graduate, having over 10 years of experience in Finance & Accounts; deep understanding of finance domain; focus on delivering business solutions; highly ethical, trustworthy and discreet.

- ✓ Dedicated and highly ambitious to achieve the organizational goals as well as personal goals.
  - ✓ Adroit at learning new concepts quickly, works well under pressure and communicating ideas clearly and effectively.
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**WORK EXPERIENCE:**

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Organization: **NV Distilleries Pvt. Ltd.**Company Profile: **IMFL(Beverages)**

Designation: Sr. Executive (F&amp;A)

Duration: NOV'19 to till date

**Responsibilities:**

- ✓ Accountable for the:
  - Purchase accounts, Vendor reconciliation, Vendor Follow-up, Freight accounts
  - Customer receipt entries.
  - Customer & vendor master creation.
  - Preparation of age wise debtor report.
  - Sales accounting, Customer reconciliation
  - TDS calculation and payment.
- ✓ Carrying out reconciliation of:
  - Vendor & Customer ledgers.
  - Bank books & GL accounts.
  - SAP Stock and Physical FG.
- ✓ Ensuring that the internal audit requirements are met in time.
- ✓ Handling the preparation of:
  - Various MIS reports related to sales & debtors.
  - Production report, Employee expenses and Imprest

Organization: **Hira Power and Steels Ltd.**

Company Profile: **Steel and Power**

Designation: Asst Mgr. (Accounts)

Duration: Dec'17 to Nov'19

Responsibilities:

- ✓ Raw Material Accounting
- ✓ Debtors & Creditors management: Handling overdue receivables from customers and getting collection from them, passing journal entries and adjustments for the debtors'/creditor's accounts.
- ✓ Identifying the emergency requirements of the materials and arranging supplies for the same, Follow-up with Vendor and Transporters for timely arrival of material.
- ✓ Preparing lab report and summarizing monthly vendor payments truck wise against lab report, presenting to MD for Approval and Payment.
- ✓ Accounting of Import Invoices and Material, Custom and 2<sup>ND</sup> Party+3<sup>rd</sup> party, freight Invoicing.
- ✓ Reconciles open PO'S and uninvoiced receipts detail to the general ledger. Ensures invoices are properly coded to the appropriate expense or balance sheet.
- ✓ Intercompany reconciliation and posting necessary entries to match balances among sister-concerns.
- ✓ Preparation of Freight/Transporter bills in SAP,DN If Material received Short.
- ✓ Reconciling monthly GRN and their Invoicing in SAP, Finalizing vendor accounts for payments, processing CN/DN wherever necessary.
- ✓ Receiving and verifying expense reports and requests for advances.
- ✓ Review of mainly utility invoices recorded and Recording of monthly accruals, Recurring Journal Entries.

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Organization: **IFB INDUSTRIES Ltd., Raipur**

Company Profile: **Home Appliances**

Designation: Accounts Executive (Stores and Service)

Duration: Oct'14 to Dec'17

Responsibilities:

- ✓ Processing GRN and return delivery in SAP Movement type 122.
- ✓ Processing Accounts Payable invoices, payment and clearing.
- ✓ Handling procurement process.
- ✓ Weekly Payable Statement & follow up for Outstanding.
- ✓ Preparation of monthly MIS and Financial statements to the management.
- ✓ Review of mainly utility invoices recorded and Recording of monthly accruals, Recurring Journal Entries.
- ✓ Responsible for the accurate reconciliation during the **month-end closure process** of the reconciliation of the AP subsidiary ledgers to the summary ledger.
- ✓ Checking Stock discrepancies, query handling, and **managing stock sufficiency**.
- ✓ **Working in SAP MM, FICO & PP Module, for purchase and Procurement.**

- ✓ Reporting Periodical **MIS** to management viz, Daily sales and Revenue report, **Daily Stock Reconciliation & Cash & Bank reconciliation**, putting reports on Excel using **V-lookups, H-Lookups and Pivot Tables**.
- ✓ Fetching data of sales from SharePoint or making daily **sales and target achievement report, revenue report, customer order summary, payables and receivables report**.
- ✓ **E-mails, calls and Conference calls** with corporate to resolve queries and streamlining operations.
- ✓ Managing **Branch Stock transfer** and enabling sales through faster communication, pushing **Material requisition Through SAP MM** in System, getting it approved and finally collecting consignment through coordinating with **supply chain management or Logistics**.
- ✓ Managing **Service Desk** by handling complaints and getting them resolved as per Quality SOP.

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Organization: **WNS Ltd. Pune**

Company Profile: **ITES/ KPO/ BPO**

Designation: Senior Associate / Operations

Duration: 6 months (Apr'14 to Oct'14)

Responsibilities:

- ✓ Bank Reconciliation & Vendor Account Recon.
- ✓ Preparation of weekly/monthly Dashboard & MIS Reporting.
- ✓ MM, FI & SRM – SAP postings.
- ✓ **Accounts Payable**: PO, GR, IR, Payments.
- ✓ Coordinating with **disbursement** and **Vendor Maintenance** Team for payments and **vendor creation in SAP**.
- ✓ Net Due Analysis, Outstanding, Overdue Analysis.
- ✓ Invoicing, Vendor Payments and Clearing
- ✓ Adherence to KPIs & SLAs.
- ✓ Attending Review Calls with Customers; handling customer escalations.
- ✓ Co-ordination for new joiners training & orientation.
- ✓ Accuracy Achievement – Productivity Savings by introducing Process Improvement Ideas.

**Achievements :** Certified in Process Documentation for Accounts Payable.

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Company: **Infosys Limited**

Company Profile: **ITES / KPO / BPO**

Designation: Financial Analyst - Finance & Accounting

Duration: 54 months (Aug' 09 to Apr'14)

Responsibilities:

- ✓ Cash application of the payments and allocation to ledger.
- ✓ Bank Reconciliation (BOA).
- ✓ Review and verify invoices and check requests and set invoices up for payment enter and upload **invoices** into system (**SAP FICO & MM**)

- ✓ Raising requisition in **SAP for PO Creation through p2p cycle and Vendor Creation in SAP FICO.**
- ✓ Usage of **Oracle** and **SAP** for generating daily productivity and aging reports
- ✓ Track expenses and process expense reports and prepare process electronic transfers and **wire** payments and **ACH**, prepare and perform **check runs**
- ✓ Post transactions to journals, ledgers and other records
- ✓ Reconciling **BCD** reports with BCD statement, following up for **coding/PO** and processing and **final disbursement of BCD payments**
- ✓ Monitor accounts to ensure payments are up to date and maintaining **Intercompany Invoices and recurring Invoices Like RENT, Payment through Netting.**
- ✓ Reconciling and processing credit card payments for **AMEX**
- ✓ Quality Check of daily processing.
- ✓ Handling Operational Matrix of productivity & accuracy along with gaining end to end process knowledge.
- ✓ Adherence to KPIs & SLAs.
- ✓ Attending Review Calls with Banks (BOA & Mellon).
- ✓ Co-ordination for new joiners training & orientation.
- ✓ Monthly Reporting.
- ✓ Compliance Standards adherence (SOX Audit).

**Three Spot Rewards for: -**

- Successful **Completion of Regulated Financial Institutes Flag Project.**
- For **demonstrating excellent performance at the end of Quarter.**
- For Processing **High Volumes transactions.**

**Major Projects undertaken:**

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- 2<sup>nd</sup> Semester Research report **“Future Of Retail Marketing In Durg-Bhilai Region”** .  
Project details are, Study entails factors affecting retail trade & consumer behavior of people towards shopping malls in Durg-Bhilai (CG).
  - 3<sup>rd</sup> Semester Summer Training Report – **“ Study of project financing in Bhilai Steel Plant & Import Procedure & Accounting in Bhilai Steel Plant. (Govt. of India undertaking)**  
Project details: Study describes phases of project financing & import procedure for procurement of raw materials
  - 4<sup>th</sup> Semester Major Project Report – **“ Study of consumption pattern of packaged drinking water-a case study in respect of Bisleri and Aqua-Fina”** .  
Project details: Study describes consumer behavior of people towards packaged drinking water, factors affecting brand loyalty & brands enjoying top loyalty among customers.

#### ACADEMIC QUALIFICATIONS:

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- ✓ MBA Finance from Bhilai Institute of Management, Durg in 2009 with 64.50%.
- ✓ B.COM from Pt. Ravishankar Shukla University (PRSU) in 2004 with 64%.
- ✓ HSC from **C.B.S.E** in 2001 with 60.00%.
- ✓ SSC from **C.B.S.E** in 1999 with 47%.

#### Extra Curricular Activities:

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- ✓ Secured **1<sup>st</sup> Prize** in Inter Branch Debate Competition in Bhilai Institute Of Technology in 2008.
- ✓ Participated in “ **State Level Conference**” on Changing Paradigms of Management Trends in Global Era & Presented Paper on “ Six Sigma Approach to Business” in 2009.
- ✓ Rewarded as a “ **SERGEANT**” in 9 Army Wing in N.C.C and honoured with “ **C**” **Certificate** in Senior Division during the year 2000.
- ✓ Selected for **Annual Training Camp (Senior Division)** in National Cadet Core during the year 1999.
- ✓ Adjudged as “ **BEST PREFECT**” for maintaining discipline in 2000 in S.S.S.
- ✓ **Participated and Qualified General Knowledge Test** organized by United States Organisation in 1999.

#### COMPUTER SKILLS:

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- ✓ **Tally, Oracle** (Finance) and **SAP**– MM, FI, SD Modules, SAP-CRM/SRM
- ✓ Well verse in MS Office (Advance Excel).
- ✓ Language: C+

#### CERTIFICATION/TRANINGS ATTENDED:

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- ✓ T-100 Accounting Fundamentals, AP & AR.
- ✓ Customer Orientation.
- ✓ Team Building.
- ✓ High impact communication.
- ✓ Advance Excel

#### PERSONAL DETAILS:

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Date of Birth: 17th December 1983

Languages: English and Hindi.

Hobbies: Personal Fitness Gym and Running, cooking ,CSR Activities participation