# Sumit Gaur

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| **Professional Summary** |

18+ years of experience in accounts profile. An adaptable, resourceful and enthusiastic person, who has extensive experience of having a wide level of responsibility for monitoring and reconciling company’s accounts. Now looking to further an already successful career by working in the finance department for an ambitious and expanding company.

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| **Professional Experience** |

* Company Name : Sharma Vivek & Co.

Working From : March 2017 till date

Designation : Accountant

* Company Name : Accenture Solutions India Ltd (Gurgaon)

Duration : May 2016 till 31st Dec 2016

Designation : Assistant Manager (BPO)

* Company Name : Jakson Ltd. (Noida)

Duration : September 2014 till March 2016

Designation : Assistant Manager (Accounts Payable)

* Company Name : Coca-Cola India Pvt. Ltd.

Duration : April 1999 till May 2014

Designation : Assistant Manager (Accounts)

Company Name : Ericsson Communications Pvt. Ltd

Duration : June 1997 till March 1999

Designation : Accounts Executive

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| **Job Responsibilities** |

* Sharma Vivek & Co.

Taking care of accounting like book keeping, recording traction filing GST returns ROC compliance etc..

* Accenture Solutions India Ltd (Gurgaon)

Accounts Payable - Payments to various vendors & inter-co. for European countries, balance sheet reconciliations for AP trade, AP Adjusted Trade, GRIR, Adjusted GRIR and vendor reconciliation.

* Jakson Ltd. (Noida)
* Accounts Payable - Managing Accounts payable team of 10 people for three major companies (Jakson Ltd, Jakson Engineers Ltd & Jakson Enterprises).
* This role consists of invoice processing, payment processing, sending Qtly/Annual vendor balance confirmations, responsible for vendor reconciliations (close to 1000 + vendors). Review of vendor aging analysis. Conducting quarterly review with team and assessment of performance and improvement plans.
* Coca-Cola India Pvt. Ltd. (Gurgaon)

Accounts Payable –

* Being a Global company the process involves accounting functionalities both in India as well as outside India like Nepal, Bhutan, Bangladesh, Sri-Lanka & Maldives.
* The key areas included foreign payments for intercompany and vendors, vendor ageing analysis, audit facilitation, bank link- Month/Year End Closure Activities- Bank Reconciliation.
* The profile involves working at the core level in SAP starting from, Posting of entries till the payments get processed via Bank Link. Forex/Intercompany process Involves interacting with the Global Treasury for taking Forward Contract/ Deals so that multicurrency Transactions is initiated.
* Vendor ageing analysis involves Review/closure of open items in Vendor Accounts / Closure of Vendor advances / Closure of open Security Deposits / Employee advances.
* Preparing Accruals details for Tax Deducted at Source to calculate Tax liability on the Accruals made on 31st of March every year. Preparing details for the Income Tax Assessment like Vendor wise details of all the expenses, copies of Vouchers, agreements & other documents for Income Tax.
* Compliance to Service Tax Act & Excise Tax Act
* General Accounting & Internal Controls Independently handled IGGAP Audit, Tax audit & Internal International Audit
* Preparation of IGAAP schedules and expense details in accordance with Indian GAAP
* Monthly Closing & Reporting

Preparing and sharing of Activity-wise Accruals templates for various departments of India and south-west Asia (Nepal, Bhutan, Bangladesh

Monthly clearing of open items Control General Ledgers

Monthly preparation of Balance sheet schedules

Preparation of Journal Vouchers

* Ericsson Communications Pvt. Ltd.
* Responsible for Payments, Cash payments, Foreign Exchange Release, Foreign exchange remittances & dealings.
* Bank Reconciliation.
* Treasury management & monitoring franchisee claims.
* Integrated planning, organizing and controlling the activities involved in MIS related jobs.
* Liasioning with banks for foreign remittances for material, services and training.
* Processing of supplier bills for payments and also responsible for deduction of TDS on payments and filling the TDS Challans return.

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| **Academic Credentials** |

* B.Com from Delhi University 1995

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| **Technical Qualifications** |

* SAP version 7.6
* Tally

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| **Personal Details** |

* Full Name : Sumit Gaur
* Father’s Name : Mr. C S Gaur
* Date of Birth : 15/04/1974
* Marital Status : Married
* Language Known : English / Hindi