



Anil Kumar Pandey

Career Summary

: MBA FINANCE with +15 years experience in General and Financial Accounting, Accounts Payable, Accounts Receivable, Reconciliation, Costing, Fact Sheet, e-TDS filling, Taxation, Banking Transactions, Cash Management, Service Tax, VAT, GST, Statutory Compliance, Management Information System - (MIS), Management Accounts etc., Finalisation of Monthly, Quarterly & Annual Accounts, Statutory & Internal Audits, Preparation of Income Tax & Service Tax cases for assessment in Infrastructure, Real Estate, Manufacturing, IT Industries and Higher Education Institution.

Career Objective

: I am an aspirant for the Accounts & Finance Functions with extensive application of Computer technology in these fields with Challenging growth oriented position in a progressive company where my experience & skill are effectively utilized to improve the operation and to contribute in organization success which in turn provides career growth & job satisfaction.

Educational Qualifications

- : **MBA Finance** from Guru Jambheshwar University of Science & Technology, Hisar (Haryana) in 2011.
- : **B.Com (Pass)** from University of Delhi in 1997 with IInd Div.
- : **XIth (10+2)** from C.B.S.E. in 1994 with Ist Div.
- : **Xth** from C.B.S.E. in 1992 with Ist Div.

Job Profile

1. Financial Accounts

- a) Working in ERP & SAP environment, Handling Financial Accounting i.e. Purchase Book, Cash Book, Bank Book, Inventory Accounting, and Sales Accounting etc.
- b) Assisted in Preparation of Profit & Loss statements, Balance Sheet and related functions. Analysis and reporting of Financial Data.
- c) Monitoring Creditors i.e. Accounts Payable, Checking of Bills of Contractors/ Vendors/ Site Expenses, close eye on credit control function.
- d) Assisted in Consolidation/ Finalization/ Preparation of Monthly Accounts by Scrutiny of Trial Balance, Ledger Accounts, and Debtors & Creditors Accounts.
- e) Reconciliation of Inter-Company and Branch Accounts.
- f) Housing Construction/ Project Accounting, Expense provisioning, Budgeting registration of conveyance deed, customer account reconciliation and EWS allotment etc.
- g) Overall Debtors Management, Assisted in Statutory Compliances, Ageing Analysis, Stock Transfers, Dispatch advices clearance, Billing to Customers etc.
- h) Maintaining Fixed Asset register and physical verification and depreciation thereof.
- i) Preparation of Payroll Involving computation of Salaries, reimbursement of expenses and preparation / issuance of TDS Certificates, Payroll Accounting, Preparing Monthly Salary, Wages, Statutory Deduction like Salary Income Tax, PF & ESI and reconciliations thereof.
- j) Coordinating with Statutory & Internal Auditors ensuing smooth completion of Statutory & Internal Audit.
- k) Analysis of Budgeted Cost Vs. Actual Cost and Reasons of Variance.

2. Banking & Finance

- a) Coordinating with Bank for Bank Limits, LC & BG processing, routine banking transactions, Cash Management, Managing Fixed Deposits etc.
- b) Preparation of Bank Reconciliation Statement for reconciling Cash & Bank balances and daily Cash Flow & Bank Position.
- c) Liaison with Bank for obtaining necessary Bank Certificates.

3. Statutory Compliances/ Taxation and GST

- a) Deduction of TDS as per various provisions of Income Tax Act, Timely deposit of Tax and Issuance of TDS Certificates.
- b) Preparations & filling of e-TDS Returns & Details of TDS on Contractors/Salary, Service Tax & Scrutiny of TDS Payable Ledger Accounts etc.
- c) Dealing with TDS/ Service Tax/ GST/ Income Tax and replying to their respective notices.
- d) Preparation of Income Tax Scrutiny cases as well as Service Tax & WCT assessment cases.
- e) Calculation of GST Liability and Timely Deposit of Tax including preparations & filling of GST Returns i.e. GSTR -1, 2, 3B & GSTR -3.

4. Management Information Systems (MIS)

- a) Support the consultants and internal teams in system development and implementation
- b) Preparation of MIS Report for Projects and Management Accounts.
- c) Providing accounting support to management by Implementing & maintaining general accounting systems and MIS reports.

Work Experience

: Presently working with **Bahri Estates Pvt. Ltd.**, Delhi since Mar 2017 as **Sr. Manager – Accounts.**

: Worked with **BML Munjal University (A Hero Group University)**, Gurgaon from Feb 2015 to Jan 2017 as **Assistant Manager -Accounts.**

: Worked with **Infinite Computer Solutions (India) Ltd.**, Gurgaon from June 2012 to Feb 2015 as **Senior Executive -Finance & Accounts.**

: Worked with **JSL Architecture Ltd. (formerly Jindal Architecture Ltd.)** (a Jindal Stainless Ltd.) Udyog Vihar, Phase-IV, Gurgaon since June' 2011 to June' 2012 as - **Associate Manager --Finance & Accounts.**

: Worked with **Sweta Estates Pvt. Ltd.** (sister concern of **Oriental Structural Engineers (P) Limited**) Malcha Marg, New Delhi from January' 2008 to June 2011 as **Sr. Executive Finance & Accounts.** Including with Oriental Structural Engineers (P) Limited, Malcha Marg, New Delhi from June 2006 to December 2007 as Sr. Executive Accounts.

: Worked with **SPML Infrastructures Ltd.** Okhla Ph-II, New Delhi from September, 1998 to May 2006 as **Sr. Accountant.**

Computer Proficiency

: **Experience of working on ERP Microsoft Dynamics AX & SAP – FICO Module.**

: Basics of Computer (Microsoft Office i.e. MS- Excel, Word, Outlook, PowerPoint etc.), Pivot table, Vlook up & Lotus Notes etc.

: *Computerized Financial Accounting & Inventory Management Software Tally ERP 9.*

: Other Financial Accounting Packages like CompuTDS, Webtel, Busy, FACT, Payroll Software in Oracle Database & Payman etc.

: Proficient in Internet & E-mail Usage.

My Strength

: As I feel, are the ability to work under pressure, innovative approach to work, having through experience in most of the aspects of financial accounting & above all – a very strong intuition & capability to learn & adapt.

Father's Name

: Sh. R. P. Pandey

Date of Birth

: 1st September 1977

Hobbies

: Listening Music & Reading Books.

Location Preferences

: Delhi/ New Delhi, Gurgaon, Noida & NCR and Overseas Locations also.

Joining Time

: 30 Days

Place: New Delhi

Date: / /20

(Anil Kumar Pandey)