Pls. attach photo

CA VAIBHAV KUMAR

~A Result-Oriented Financial Professional~

Extensive finance & accounts and reporting background in multi-cultural environments; evolved and executed plans that reached out to Indian markets and restructured the way industry works



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Profile Summary

- Qualified CA from ICAI, Delhi with 2.5 years of experience in Finance & Account. Account Manager with a demonstrated history of working in mainly Health Care & Pharma Industry for around 3 years looking after financial accounting, Taxation Compliance, Monthly P&L, Internal audit, Statutory audit, MIS Reporting & Budgeting.
- Lead a team of **8 people** independently and reporting directly to **Director-Finance**
- Skilled in Microsoft Excel, Microsoft Word, Auditing technique tools and worked over different financial software such as SAP, tally & Busy, Compu Tax.
- Capabilities in monitoring finance & accounts activities related to preparation to verification, consolidation and finalization of financial accounts with all stakeholders (internal & external)
- Knowledge of latest development in Financial Reporting **Ind-AS & GST** Taxation.
- Skills in computing & arranging the filling of taxes (Income Tax, TDS, GST, other) as per the statutory compliance
- Expertise in performing activities related to payroll processing, PF submission, development of TDS, individual tax return & 3CD, valuation of stock, ledger scrutiny, finalization of financial statement, other
- Competencies in analyzing & interpreting unique problems with a combination of internship experience and logical thinking to find the right solutions.
- A forward thinking person with excellent communication, analytical & time management skills; exceptionally well organized with a track record that demonstrates self-motivation & creativity to achieve corporate & personal goals.

Competencies

Finance & Liaison & Fund Reporting **Auditing &** Coordination **Taxation** Accounts **Management**



Work Experience

Solvate Laboratories Private Limited.

(One of the fastest growing pharmaceutical company in India, was established in 2004 having a strong hold in North, West, East, North-east regions owned a WHOcGMP approved and ISO 9001:2008 Manufacturing plant in Uttrakhnad and Corporate Office in Delhi)

Period: Apr 18 to Till date

Assistant Manager

Role:

- Preparation of Financial Statement as per IGAAP and AS applicable to the company both on holding and subsidiary Company.
- GST Compliance of Whole Group working in 15 states (Filing Monthly-3B, R-1, and Annual Return).
- Preparation of Monthly MIS on financial reporting, Cash flow & Performance Report. Actively involved in Funds Management of company
- Review and Approval of all the vendor payments, using E-net.
- Lead a Team of 8 people independently and head of Finance & Account reporting to Director.
- Independent Coordination with all external Auditors of the Group.
- Assisting Internal Audit team of all the business process in the company.
- Developing SOP of Business process to Developed IFC.
- Review All the Statutory Compliance, Etc. GST, TDS, ESI, PF. Timely deduction, Deposited, filing of returns etc.
- Verify and approved data received from HR Deptt- Salary & Field staff expenses & ESI, PF & F&F regarding Matters.

Cygnus Medicare Private Limited

(Cygnus is chain of Running super specialty hospitals in Haryana, Delhi, Punjab)

Period: Jan 17 to Apr 18 **Assistant Manager**

Role:

- Compliance of Direct tax timely deduction and deposited of TDS and filing of returns of all units.
- Finalization of Income Tax, TDS/TCS. Looked after proper maintenance of Books of Accounts & other documents to ensure compliance under Income Tax Act
- Assisted principal in preparation of various Tax Assessment & Appellate cases at Assessing Officer, CIT (A) and ITAT Level.
- Preparation of Financial statement as per Indian GAAP and consolidation of Financial statement of Group.
- Developing and maintaining Internal Financial system for timely completion and reporting of FS of Group.
- Doing Monthly Internal audit of all units & reporting to CFO
- Interaction with statutory Auditors for getting audit done & reply to queries of auditors.
- Preparation & Submitted MIS report to Management.
- Quarterly Closing of books of accounts and preparation of Balance Sheet and Profit & Loss Account.
- Compliance of Indirect Tax timely deposit of GST & Filing of GST returns of all the units.
- Actively involved in Funds Management of company & prepare cash flow statement on monthly basis.

Mahindra Agri Solution Ltd. (Agri verticle of Mahindra & Mahindra Ltd) January 2016 – December 2016 North- Regional office, Mohali. Punjab

Position: Assistant Manager Accounts

- Monthly Internal Auditing of Revenue & Expenditure.
- Preparation of various MIS reports like statement of Profit and loss and Budget of exp.
- Compliance of timely deduction & deposited of TDS on monthly basic.
- Calculation on credit note on various scheme like. PD,QD,CD etc.
- Reconciliation of bank account on monthly basic.
- Verification of cut-off document on monthly basic.
- Checking and posting of traveling expenses on monthly basic on Marketing staff.
- Checking and posting of C&F Expenses bill on monthly basis.

Education

Chartered Accountancy Course from ICAI, Delhi in 2017

B.Com. from **Kuruksetra University**, **Kuruksetra** in 2012



Comprehensive knowledge of MS Office (Excel), Windows, Tally ERP, BUSY, SAP and Internet **Applications**





Organization: Aaryaa & Associates,

Leading firm in Chandigarh having various branches in Delhi, Haryana, Punjab, Himachal-Pardesh.

Duration: 36 months

Role:

- Handle various cases of scrutiny and Income escapement (148) and others matters in Income Tax Act. Assisted principal in preparation of various Tax Assessment at Assessing Officer & Preparation of various documents for filing appeal to CIT (A) & ITAT. Prepare ITR corporate and non-corporate clients & Tax Audit Reports and other Reports.
- Overseeing financial statements like Trial Balance, Statement of Profit & Loss, Balance Sheets and deliverables for Indian companies and MNC's under Indian GAAP. Conducting verification of books of accounts to detect any possible omission and misstatements and ensuring that accounts prepared are both reliable & prepared in accordance with set guidelines/applicable GAAP.
- Executing statutory audits of entities. Preparing statutory audit programs, scope for audit and responsible for delegation of work to subordinates. Evaluating internal control systems / procedures, preparing audit reports with a view to highlight the shortcomings and implementing necessary recommendations. Performed Financial Statement Analysis and Ratio Analysis as a risk assessment technique during Planning, Execution and Final stages of assurance assignments.



- Successfully completed various assignments as 'Team Leader' for key clients like:
- Statutory Audit & Tax Audit: Shrinivas Gujrat Labrotries Private Limited
- **Statutory Audit & Tax Audit:** shive biogentic Pvt. Ltd.
- Statutory Audit & Tax Audit: sona paper and board Private Limited
- Bank Statutory Audit & Tax Audit: UCO Bank (Exposure in Export Advances, Industrial Advances, Statutory Compliances, LFAR, Tax Audit)
- Revenue Audit: PNB & SBOP
- Concurrent Audit: Allahabad Bank, Canara Bank, Punjab National Bank, Punjab & Sind Bank.
- Stock Audit: Apar Industry, other
- Internal Audit: Aqua Viteo Laboratories, Alive Healthcare, Baddi, Associate Concrete,

Unitech Cablle. Jak group

Personal Details

Date of Birth: 29th June, 1993

Languages Known: English, Hindi and Punjabi **Current Address:** Govind-puri, New Delhi

Permanent Address: H.N:191/4, Ram Nagar, Tohana-125120, Haryana

Location Preference: Delhi NCR, Chandigarh