

**Raju Gupta**

E-Mail: carajujpgupta@gmail.com ~ Mobile: +91-8527655966

**FP&A, Financial Accounting, Monthly Reporting & Statutory Compliance**

* A competent professional with almost **9 years** of experience in financial planning & analysis, financial accounting, Critical Analytical Review of Financial Statement, Statutory Compliances.
* Preparation & review of P&L of different business activities/ segments, analysis of major deviation & other Movements.
* Demonstrated abilities in identifying appropriate accounting treatment for the all the financial areas meeting the financial assertions.
* Diversified exposure into Manufacturing & NBFC Industry accounting & financial statement audit.

**Employment Scan**

**March’2022 to till date: Care Hospitals India Limited (Evercare Group) Hyderabad, Telangana**

**Senior Manager (Finance & Accounts)**

**Key Deliverables**

**Finance & Accounts**

* Invoice Checking and process payments on day to day basis;
* Ensure accounting of all entries related to Capex and Opex;
* Review Purchase Order, Capex Committee documents etc. for Capex & Opex Payment;
* Review & Prepare Fixed Assets Register of Corporate, Branch Units & Subsidiaries;
* Prepare Profit & Loss MIS, related schedules month on month basis;
* Maintain tracker of Fixed Deposits, Mutual Funds month on month basis;
* Deal with bankers and mutual funds relationship manager for redemption and new investment;
* Review selected balance sheet GL month on month basis;
* Prepare Ind AS Financials month on month basis;
* Coordinate with Statutory Auditor (PWC) & Internal Auditor (E&Y) for audit closing;
* Prepare Ind-AS -116 Workings for P&M, Land & Building & Vehicles.
* Coordinate with inter-functional department for completion of assigned tasks.
* Handling the team of 3 members & ensure completion of work within time frame.

**Nov’2019 to Jun’2021: Kesoram Cement (Birla Shakti Group), Basantnagar Plant, Telangana**

**Manager (Finance & Accounts)**

**Key Deliverables**

**Finance & Accounts**

* Perform period end closing activities covering general ledger processing, provisioning, GL scrutiny etc.
* Resolve accounting discrepancies before closing books on monthly basis.
* Prepare monthly, quarterly and annual accounts closing in compliance with latest Accounting Standards (Ind-AS) and Companies Act, 2013 provisions.
* Assist in preparation of cost statements (Costing Financial) on monthly basis.
* Preparation of Fixed assets register (FAR) & calculation of depreciation as per Companies Act, 2013.
* Perform inter unit reconciliation & bank reconciliation on monthly basis.
* Responsible for vendor related activities i.e. invoice processing, payments, vendor dealing etc.
* Coordinate with different departments for gathering information related to production, cost etc.
* Coordinate with Corporate office & provide data as & when required.
* Interact with Internal & external auditor **(Deloitte, E&Y)** in completing audit & Due Diligence audit.
* Responsible for preparing Annual Operating Plan (AOP) for Basantnagar Plant.
* Implement Fixed Asset Register in ERP Oracle (UAT phase).
* Perform physical verification of inventories on monthly basis.
* Handling the team of 3 members & ensure completion of work within time frame.

**Financial Planning & Analysis**

* Perform budgetary control over the actuals in respect to the Annual Operating Plan (AOP).
* Monitor performance indicators, highlighting trends & analyzing causes of unexpected variances.
* P&L estimates and forecasting month on month.
* Variance analysis of P&L & Balance Sheet month on month.
* Annual Operating Planning (AOP) exercise for entire plant.
* Providing reports on ad-hoc basis to management and investors.
* Preparation and review of MIS & other management reports month on month.

**May’2017 to Nov’2019: Magma Fincorp Limited (NBFC), Kolkata**

**Manager (Accounts)**

**Key Deliverables**

**Finance & Accounts (7 Group Co’s)**

* Complete month end & year end closing process on time.
* Preparation & finalization of financial statements including all notes to accounts defined by Companies Act, 2013 (Standalone & Consolidated) on monthly, quarterly & annual basis under IGAAP & IND AS.
* Conversion of IGAAP financial into IND AS financial as per the roadmap defined by Companies Act, 2013.
* Preparation of Cash flow, annual budget & perform financial forecasting & reporting.
* Day to day supervision of finance & accounts function i.e. preparation of invoices, processing of vendor payments, preparation of various schedules (inventory, investment, interest on loan etc.).
* Preparation of bank reconciliation statements (BRS), monthly MIS reports & other ad-hoc requirements of management.
* Proper allocation of funds for meeting the payments on time.
* Preparation of related party transactions (RPT) statement on monthly basis & share with different stakeholders.
* Preparation of fixed assets register (FAR) & calculation of depreciation as per Companies Act, 2013.
* Coordination with auditors / consultants **(E&Y)** for finalization of group company’s accounts.
* Coordination with other departments & provide the data as required.
* Handling the team of 2 members.
* Support AVP for any other matters.

**Insurance – Claim & Funding**

* Coordination between various departments for earliest recovery of insurance claim.
* Ensure that company assets are properly ensured.
* Timely follow up & ensure that the excess funding is timely refunded.

**Taxation**

* Preparation of computation of income tax & advance tax.
* Provide data for TDS returns to tax team on monthly basis.
* Update GST Master in Oracle on daily basis.
* Developed & implementation of Input Register & Output Register in Oracle.
* Ensure input credit of GST are properly taken & all requirement of GST Act is complied with.
* Provide various data for GST return & GST Payment on month basis.

**Secretarial & Treasury**

* Coordinating with secretarial department related to ROC filing & other statutory compliances (MGT-9, Directors Report etc.) & ensuring timely compliances.
* Preparation & submission of various RBI reports such as (NBS-7, NBS-8, NBS-9, ALM1, ALM2 etc.) on quarterly, half-yearly & annual basis.

**Aug’2016 to Apr’2017: Essar Power Orissa Limited (Power Generation Co.), Paradeep**

**Deputy Manager (F&A)**

**Key Deliverables**

**Finance & Accounts**

* Preparation of monthly financial statements as per IGAAP.
* Reporting to CFO & Project Head on day to day basis.
* Co-ordination with Aegis Team (Mumbai) regarding accounting of transactions in SAP.
* Exposure of SAP like Trial Balance, Vendor Ageing, Debtor Ageing, release Purchase Requisition etc.
* Monthly & Annual Return of VAT, CST, & Entry Tax as per Odisha Act.
* Appeared before Commercial Tax Officer & Service Tax Officer in case of VAT Audit & Service Tax Audit.
* Preparation Annual Budget, CAPEX & OPEX in coordination with all stake holders & various departments.
* Preparation of monthly MIS & shared with CFO & Project Head.
* Preparation & monitor Operating & Capital Budgets, including preparation of Cash flow forecasts & internal budgets on monthly basis.
* Payment advice of Statutory Dues like Service Tax, TDS, VAT, Entry Tax on monthly basis.
* Preparation of vendor payment List on day to day basis & submit to CFO & Project Head for payment advice.
* Dealing with Essar Steel India Limited regarding collection of debtors.
* Dealing with vendors at plant & various location for payment purpose.
* Dealing with auditors regarding issue of various certificates for submitting to banks.
* Preparation Internal Financial Controls report & submit to Internal Auditors on quarterly basis.
* Verify Invoices & send it to DMS server for accounting in SAP.
* Preparation reconciliation statements of group companies transactions on monthly basis.

**Jan’14 to Aug’16: Luminous Power Technologies (P). Ltd (Manufacturer of Inverter & Battery etc), Gurugram**

**Assistant Manager (FP&A)**

**Key Deliverables**

**Financial Planning & Analysis**

* Analyze current & past trends in key performance indicators areas of revenues, cost of sales, expenses & capital expenditure.
* Monitor performance indicators, highlighting trends & analyzing causes of unexpected variances.
* Oversee & manage the continued development of budgeting, financial forecasting & operating plans.
* Preparation of presentations for board meetings & senior management team.
* Preparation of MIS Reports for senior management team.

**HFM Reporting & IFRS Accounting**

* Responsible for monthly HFM reporting for P&L & Balance Sheet & other schedules.
* Support auditors **(E&Y)** in providing information during HFM Audit.
* SPOC for hard close audit for HFM.
* Preparation fixed assets register (FAR) as per IFRS on monthly basis.

**Sep’2012 to Dec’2013: Walson Group, (Dealing in mobile trading, hotels etc.), Kolkata**

**Chief Accountant**

**Key Deliverables**

**Finance & Accounts**

* Finalization of accounts of Walson Hotels, Walson Leathers, Nokia Dealership, Airtel Distributorship, Hindustan Unilever Ltd Dealership as per revised schedule VI.
* Provided information with auditors during statutory audit.
* Liaison with bankers (CMA Data) on monthly basis.
* Liaison with statutory authorities.
* Preparation & submission of stock statement to the banker on monthly basis.
* Filing of online return for all group companies such as TDS, VAT, CST & Service Tax.
* Coordination on day to day basis with its branch offices located in Delhi & Chennai.
* Preparation MIS to analyze each business growth & performance.

**Articleship**

**A.Kayes & Co. Kolkata as an Article Assistant: 2008 to 2011**

**Key Deliverables:**

* Statutory Audit & Internal Audit of Private Companies, PSU’s, & Banks
* Tax Audit of Individuals, Partnership Firms & Private Companies.
* Tax Computation of Individuals, Partnership Firms & Private Companies.

**Academics**

* C.A. from The Institute of Chartered Accountants of India (ICAI) in 2012.
* B.Com. (Hons) from Kolkata University in 2006 with 65%.
* XII from West Bengal Hr. Sec. Board in 2003 with 71%.
* X from West Bengal Sec. Board in 2001 with 61%.

**IT Skills**

* Well versed with Advanced Microsoft Excel, Tally, SAP (FI Module) & Oracle ERP.
* **Project Leader** for implementation of new **BI Tool** for Management reporting.

**Extracurricular Activities & Achievements**

* Actively participated in Drawing Competition at School level.
* Actively participated in Sports at School level.

**Personal Dossier**

Date of Birth: 07thDec, 1984

Languages Known: English, Hindi & Bengali

Marital Status: Married

Address: 28, Sachivalaya Colony, Barkat Nagar, Tonk Phatak, Jaipur – 302015 (Rajasthan)