

CURRICULAM VITAE

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Date of Birth- 22.01.73



Career Objective:-

Matured and Thorough professional committed to add value in the business processes through Automation and Improved Internal Control

Academic & Professional Qualifications:-

B.Com. (Hons.) from Banaras Hindu University-1992.

Chartered Accountant - November, 1996.

Experience Summary:-

22 Years plus of post-qualification experience in domain of Accounting, Controllership, MIS, Taxation and Automation of Business process & Internal Control.

This includes Industry Experience in Manufacturing, Telecom, Service and Retail Sectors in various accounting system like Tally, FoxPro, PeopleSoft (**JD Edwards**), **Oracle** 11i, Focus RT Retail, **SAP** ECC 6.0 and experience in driving projects related to transition of Account processes, implementing internal control in business process and automation of process to drive efficiency and savings.

Achievements:-

- Handled accounting processes and Fin Tech implementation for companies across multiple industries
- Concept to Delivery of Accounting processes, Internal control and Controllership for startup **Retail company of RPG Group** and BPO and technology company **Sequelone Solutions**
- Streamlining process for reporting in FRC and BPA in **newly launched circle of Bharti Airtel**
- Automation of Processes and Core Team member in implementation of various ERPs. Received **Certificate of appreciation** for Lead in **SAP** Implementation.
- Core User in lead role for end to end implementation & migration of **Edwards** Finance Module in **JK Paper**
- Finalization of Accounts with in week from end of financial year.
- Control over shrinkage by implementing process of perpetual verification of stock and continuous analysis of root cause and improvement in the internal control.
- Completion of pending Sales Tax Assessment for 10 Years with in 2 years without any substantial liability and all the issues got closed at Assessing Officer level

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Work Profile:-

ACCOUNTING AND ANALYSIS

- Accounts Payable - Ensuring timely and accurate booking of Vendors bills as per Chart of Accounts and payment is released as per due dates and SLAs. Bringing controls and transparency in the process by implementing AP solution with Vendor portal and Workflow management
- Fixed Assets Accounting - Monitoring and analysis of Capex Advance, Capex Inventory, CWIP and Capitalisation in books and compiling provisions. Running depreciation and monthly rationalisation of Capex and depreciation. Reconciliation of Physical Assets with Fixed Assets Register.
- Accounts Receivable – Ensuring accurate and timely invoicing to Customer, No Revenue leakage, Credit control is in place, correct accounting of collection and timely credit of fund. Review and partnering with Business leads to bring down receivable aging.
- Month Close - Proper accrual of operating, admin, sales & marketing expenses and Capex. Review of Reconciliations, Schedules and Trial Balance.
- Audit - Co-ordination with Statuary, Internal and other Auditors from Tax Departments. Support in audit of accounts by Big 4 Audit Firms (Price Waterhouse, Deloitte, Earnest & Yong)
- MIS – Partnering with Business in variance analysis and reporting to management and functional heads of the financials against monthly/quarterly/yearly budget. Preparation of monthly MIS containing EBIDTA, cost centre wise expenses, product wise profitability, Cash Flow, Performance Summery.
- Budget / Business plan - Finalisation of Annual Budget / AOP, monthly flash and rolling forecast for next 12 months.
- Treasury - Monitoring daily, Weekly fund Position. Reports for Bank with respect to Cash Credit limit like Hypothecation Statement, SODM, QIS and CMA

COMPLIANCE

- Filing of Periodical Statuary Returns of GST, Service Tax, Sales Tax, Excise, supervising collection and issue of concessional Sales Tax Forms. Attending Assessment and Audit proceedings
- Computation of Income, compilation of Tax Audit Report and discussion with Group Taxation department and Tax Auditors. Filing of Income Tax & Wealth Tax Return. Attending Assessment and Appeal hearings.
- Payment of Custom duty, Excise, Service Tax, GST on due date and filing of periodical Statuary Returns.

AUTOMATION

- Defining / mapping processes and accounting requirement in ERP. Core Team Member for Implementation of JD Edwards, Focus RT Retail, SAP ERP. Data Migration from Legacy to ERP System.
- Implementation of Work Flow management for managing life cycle of Vendor Invoices. Online tracking, management and approval of Vendor Invoices starting from online submission by Vendor / User till payment and reconciliation.
- Case Study :-
 - We have implemented PR to Payment system along with Budgetary control for one of the leading company facilitating payment gateway
 - We have implemented visibility solutions for Secondary Sales and Stock for FMCG companies Distributor Network through automatic integration of ERPs and Tally, Busy like accounting solutions

Organizations worked:-

Name of Company	Industry	Period	Designation
Mynd Solutions Pvt Ltd	IT & ITeS	Sep 17 till date Jul 09 – Dec 15	Sr General Manager - FAO
SequelOne Solutions Pvt Ltd	BPM	Jan 16 – Sep 17	Sr VP – Accounts
Cellucom Retail India Pvt Ltd	Retail	Jan 07- Jun 09	Manager - Accounts & Finance
Bharti Airtel Limited	Telecom	Oct 05 - Jan 07	Asst. Manager - Accounts & Finance
J K Paper Limited	Manufacturing	Jul 97 - Sep 05	Manager - Accounts

Mynd Solution Private Limited

Mynd Solutions is a leading global service provider in business process and technology management, offering broad spectrum of services in Finance and Accounting (FAO), Human Resource Outsourcing (HRO), Information Technology (IT) and Consulting.

SequelOne Solution Private Limited

SequelOne is providing end to end solutions for Business Processes using cloud based SAAS platform. Developing own BPM platform coupled with Mobility and configuring it to suit client needs. Typically specialize in Visibility solutions, Fixed Assets management, Payroll processing, eHRIS, PF, ESI compliances.

Cellucom Retail India Private Limited

Cellucom Retail was in the business of retailing of Mobile, Laptop, Accessories and Telecom Operator Products like Recharge Vouchers, Sim Cards etc. Turnover of the company is Rs 127 crs with 118 no of stores across India. I was managing Finance and Accounts, MIS and Taxation.

Bharti Airtel Limited

Bharti Airtel Limited is renowned Telecom operator providing Mobile and Broadband services all over India. I was managing Accounts, MIS of Broadband and Telephone services for UP East and UP West Circle.

J K Paper Limited

J K Paper is leading Paper Company in India having Manufacturing Plants in Gujarat and Orissa. Turnover of Company was Rs 750 Crs. I was managing Accounts, MIS and Taxation of Gujarat unit having capacity of 54000 TPA and Turnover Rs 250 Crs.

Current CTC – Rs 34.5 lacs PA

(Saurabh Agrawal)