

# **CURRICULUM VITAE**

**GURVINDER SINGH BAKSHI**

**DOB : 09/12/1974**

**# 702 A PHASE XI**

**MOHALI – 160059**

**TEL:- 0172-2210165**

**MOBILE:- 09814508665, 9815508665**

## **S U M M A R Y**

Accounts/Operations Professional with 8 Years of Experience And 7 years experience as Sr Manager in Operations and Marketing (overseas education) Exposure in Middle Management Positions and responsibilities included the following ...

- MIS and Cost Control
- Budgetary Control Systems
- Financial/Accounting Policies, Systems and Procedures and Internal Controls
- Liaison with Regulatory Authorities for Consents, Approvals and Compliance

## **E D U C A T I O N**

- Masters of Finance & Control (MFC) 1, Punjab University Chandigarh
- Bachelor of Commerce, Punjab University Chandigarh
- Advance Diploma in Software Application and Tally 5.4 from Institute of Software Technology.
- International English Language Test (IELTS) with overall 7 Bands (Writing 7.0, Reading 7.0, Listening 6.0 Speaking 6.5).

## **P R O F E S S I O N A L S T R E N G T H S**

- Hardworking with a Professional, Systematic and Analytical approach to work.
- Persuasive and Effective Communicator with notable Interpersonal skills.
- High level of Integrity, Professional and Work Ethics and a Strong Commitment to Organizational Efficiency and Goals.
- Team Player with Staff Management Capabilities and possess a Participating and Supportive Management Style.
- Very Confident and Mature with a keen desire to always learn and grow within the organization.
- A good Learner with a positive approach.

## **C A R E E R P R O G R E S S I O N**

- ❖ Currently working with **Crossland Consultants** As Sr Manager (handling branch operations since April 2016)  
Independently handling Student and visitor visa cases for Australia, Canada, New Zealand, Singapore, Italy, Poland, Latvia, USA and UK
- ❖ Worked with **Eduworld Consultants**, Admin In charge/Marketing
  - Responsible for
  - Branch Operations,
  - Administration,

- Counseling staff, IELTS and French faculty, admissions, visas for Australia, Canada, NZ, Ireland and Singapore since May 2011,

**Worked in Singapore on a project of Placements for Hospitality students for one year. 2010-2011**

- ❖ Worked as Country Manager for **GRIFFITH COLLEGE DUBLIN, IRELAND, American College Dublin**, India admissions office. (February 2007 to May 2011).

Responsible for operations, marketing, admissions, conducting seminars in all over India and Nepal

## **O V E R S E A S   A S S I G N M E N T**

**AIR FAYRE LTD.  
LONDON, UNITED KINGDOM**

**Sr   Operations   Team   Leader  
Dec 2003 to Dec 2005**

A UK based **WATERMARK GROUP** Company; Air Fayre offers Catering Support to several Airlines e.g. **AIR CANADA, BRITISH MIDLANDS (BMI), QANTAS, SRILANKAN, TURKMENISTAN, ISRAEL AIRLINES (EL-AL), BELLVIEW** etc. The company has business interest in **Catering and Media Operations** through 5 Subsidiaries in 2 countries with an Annual Turnover of Pound Sterling 2 Billion in Revenues.

### **KEY   RESPONSIBILITIES**

Assign and Review the paper work of 5 Clerical Assistants engaged in the following duties:-

- Administering Accounts Payable and Receivables Processing, Verifying and Recording Financial Documents. Making Printing Invoices on daily basis. Invoice of each airline was forwarded to management for sign and then sent to customers.
- Labels Printing for several Departments (Equipment, Dry Stores, Food Stores etc).
- Establish Work Schedules and Procedures. Preparing of Rosters of 5 Clerks so that all shifts are covered with adequate staff.
- Co-ordinate and Communicate activities with other departments. Keep checking of items relating activities in dry stores and food store so that orders should be placed well in time to avoid deficiency. Food store must have sufficient stock to maintain and fulfill customer's demands.
- Ensure smooth running of Computer Systems and Equipment and Ensure Maintenance and Repairs. Staff is handicapped without proper equipments and computer systems. Airline staff will update us via phone and fax and we are trying to get updated figures on online computer system.
- Handle Requisitions via Telex, Fax, E-mail or Phone and ensure that supplies are arranged according to Demand Variations.

**MANAGER ACCOUNTS & OPERATIONS  
COTONOU, BENIN (West Africa)**

**Ste TROPITEX SARL  
16<sup>TH</sup> June 2000 to 6<sup>th</sup> Nov 2003**

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**FUTURE METAUX ET COMMODITES SARL(DOUALA,CAMEROON)**

**Worked as a Sr Manager Operations/Accounts (Scrutinizing & Audit of Accounts) of a Bangalore based Metallic Scrap Company in Central Africa, Douala, CAMEROON.**

**KEY RESPONSIBILITIES**

- Identify Training Needs and Train Workers and maintain company's policies.
- Authorize routine payments. In absence of Managing Director, Authorize payments to Exporters, collect cash from customers and deposit in bank and Remit the same to the Head Office Account.
- Prepare detailed Reports on Audit Findings and Maintain Cost Findings. Track Item Costs after paying duty and all other taxes so that profit ratio is allocated to each item.
- Reconciliation of Bank Statements (Company's bank accounts and customer's accounts were reconciled each month).
- Planning Future Changes for Business expansion and scrutinizing New Offers and Deals / Sales Incentives to Bulk Buyers etc. (Proper balance had to be maintained in Profit and Sales incentives provided so that it attracts customers. )
- Examining Accounting Records and also physical Stocks. Random checks were made to check physical stock in Godown. This was necessary to avoid an employee's error and fraud.
- Inventory Control and Bonus / commission plans. To clear old stock if it is out of fashion or if there are some problems with the material's quality. These items had to be cleared on cost to cost so that it should not occupy space in the warehouse.
- Requisition Supplies.
- Appraising new channels of Distribution for products and services.
- Vendor Selection and Price Negotiations. Sometimes in retail price should be negotiable on personal contact with customers on face to face.
- Co-coordinating with logistics, procurement, SR Country Manager, Head office and Regional Manager regarding finance fund requirement and purchase figures.
- Maintaining accounts at present in TALLY 8.3
- In French SAGE ACCOUNTING for local Audit & Tax purposes here in Cameroon.
- Making of cash budget and funds requirement after co-coordinating with SR Country Manager, Procurement and Logistics send to Accounts Manager to Head office in India and Dubai from we get funds release.
- Scrutinizing accounts and sending to the Head Office for audits and account purposes.
- Handling cash in hand and keep all the records of expenses incurred and purchase made.

**EXPERIENCE IN INDIA**

**CHAMBAL FERTILISERS AND  
CHEMICALS LTD  
Chandigarh**

**ACCOUNTS EXECUTIVE**

**Dec 1995 TO FEB 2000**

Zuari- Chambal, part of the K.K. Birla group is a professionally managed diversified Conglomerate with interest in Fertilizers, Cement, Seeds and Agricultural inputs, Agro Biotechnology and Textiles.

**KEY RESPONSIBILITIES**

- Posting Journal, Bank and Cash vouchers.
- Handling cash for petty expenses. Cashbook should be signed every evening before closing by the SR. accounts Officer.
- Printing and supplying sale orders on quarterly basis.
- Reconciliation of Bank and Head office Accounts.

- Prepare detailed Reports on Audit Finding and make improvements wherever necessary.
- Reconciliation of Bank Statements
- Prepare Trial Balance on Monthly Basis.
- Proposed Trial Balance for the coming month with budgeted figures.
- Updating database (if there is any change in address, place, name or any particulars have been updated accordingly)
- Maintain Books of Accounts manually. ( Day Book, Journal and Ledger )Day Book was to maintain daily balances out of daily petty payments and cash purchases made and also cash accepted for any reservation/bookings.
- Stock Handling including office stationery items. Office stationery was handled according to minimum inventory method basis.
- Organizing Meetings in the Head Office.

### **COMPUTER EXPERTISE**

- Working knowledge of Windows based programs.
- Ms WORD, EXCEL and Excel spreadsheets, Power print Access
  - Oracle 7.0 (Forms 4.5, Reports 7.0)
- Well versed in financial Accounting software packages (Tally 5.4) & 7.2 latest version including VAT system.

### **Languages Known**

Read: English, Hindi, Punjabi and French

Write: English, Hindi and Punjabi

Speak: English, Hindi, Punjabi and French

**Ambition:** To gather as much information and knowledge as I can, learn new things, adopt new methods for living and to improve my work. Accountancy is my passion and it will be with me throughout my career.