**SANDEEP PANDA Mobile:** +91-9873245464 | **Email:** sandeeppanda3@gmail.com | **Skype:** panda\_sandeep

**Finance professional with innate skills Finance & Accounts/ Accounts Payable/ Taxation**

Result driven professional with **over 17 years** of experience in **Finance & Accounts, Accounts Payable, Taxation, Auditing, Treasury and Budgeting.** Deft at implementing financial procedures, maintenance & finalization of accounts as per statutory requirements of Companies Act. Recognized for managing General Accounting, Payroll Accounting, Payable/ Receivables Accounting, Auditing and Tax Compliances under various Acts. Skilled in improving operations, enhancing business growth and maximizing profits through the achievements in finance management, internal controls & productivity improvements. Excellent analytical, relationship management and communication skills with proven ability in liaising with banks, financial institutions and regulatory authorities.

***Areas of Expertise:***

*- Finalization of Accounts - Internal Control Review/ Audits - Taxation & Statutory Compliances*

*- Cost Control & Management - MIS Development - Accounts Payable*

*- Invoices/ Expense Reports - Vendor Negotiations & Management - Journal Entries & General Ledger*

**KEY RESULT AREAS**

**Finance & Accounts:**

* Implementing systems & procedures for timely preparation of statutory books of accounts and financial statements; providing financial reports including financial information and interpretations to the management.
* Tracking, controlling and checking of the computation of margins payable / receivable from clients and exchange.
* Maintaining books of account, daily bank reconciliation, treasury day to day work and preparing MIS.

**Auditing:**

* Managing the complete planning and management activities for audits, ensuring completion of audits within time and cost budget
* Evaluating internal control systems/ procedures, preparing audit reports with a view to highlight the shortcomings and implementing necessary recommendations.

**Budgeting & MIS:**

* Integrating financial budgets, forecasts, cash outflow & cash inflow, long term plans and quarterly revisions for individual units and for the group as a whole, set up systems to track and analyze variance.
* Assisting in preparation of Balance Sheet & Profit & Loss Accounts and other statements to provide feedback to top management on financial performance on monthly basis.

**Taxation & Compliance:**

* Ensuring the monthly deposit of GST through e-payment and timely submission of GST return timely basis.
* Performing the TDS Return

**Accounts Payables:**

* Performing reconciliation of vendor accounts and ensuring no open items and sending balance confirmation letters/ mails to vendors to settle the books.
* Calculating the penalties and volume discounts on purchases and issue of debit note to vendor as per PO conditions.
* Handling vendor queries and fulfilling the auditor query along with conducting quarterly physical stock verification.
* Ensuring accurate and compliant A/P files and records in accordance with company policies and government regulations.

**CAREER CONTOUR**

**Aug 2008 – Aug 2019 with Vihaan Networks Limited, Gurgaon as Assistant Manager**

***Accounting Software:*** *ERP-Microsoft Navision version 2016*

**Accountabilities**

* Managed process related to local and overseas purchase/ service invoices for payment
* Submitting Bill of Entry within stipulated time of RBI in bank to settle import transaction
* Performed reconciliation of bank accounts, EEFC account, Term loan accounts and vendor accounts
* Liaised with bank to open Letter of Credit (LC), Bank Guarantees and Retirement of LC’s
* Monitored the foreign vendor remittances and handled cash/ foreign currency transactions
* Ensuring vendor Debit balances are settled as per PO /Agreement terms with vendor
* Maintained Fixed Asset Registers on monthly basis, calculation of depreciation as per companies act & finalization of fixed asset register for audit at the year end, physical verification of fixed assets periodically, prepared annual budgets, scheduled expenditures, analyzed variances and initiated corrective actions.
* Played a vital role in timely settlement of employee expenses/ reimbursements/ advance as per company policy.
* Handled all taxation related work (TDS) including depositing monthly and quarterly TDS returns.
* Coordinated with Statutory and Internal Auditors for preparation of schedules as per audit requirement

**May 2006 – Aug 2008 with Akai Consumer Electronics India Ltd., New Delhi as Senior Officer - Accounts**

**Accountabilities**

* Made the cheque deposit entries on daily basis and clearing open item of debtors in My SAP by working in My SAP (FI, MM & SD Module).
* Maintained records of Sales Order, delivery and invoicing in My SAP.
* Actively prepared DVAT Return, Credit/ Debit Notes as per monthly scheme provided to dealers/ distributors.
* Tracked inventory and coordinated with C & F Agents for smooth movement of material.
* Prepared stock ageing analysis report on the weekly basis for the Branch Manager and performed proper stacking of goods in godown to ensure proper utilization of space in godown.
* Contributed to stock transfer to other branches as per plan submitted by Regional Accountants and also discharged all functions related to stock reconciliation with warehouse data.
* Created transparency in accounts by accounts reconciliation of customers, dealers and distributors.
* Performed physical check of inventory regularly to avoid any misuse and loss of stocks.

**Feb 2005 – May 2006 with Lea Associates South Asia Pvt. Ltd., New Delhi as Accounts Assistant**

**Accountabilities**

* Deployed monthly service tax payable for the purpose of payment of service tax.
* Prepared service tax returns, debtors’ reconciliation/ bank reconciliation statements and monthly debtor statement for submission of banks and cash flow budgets for new and ongoing projects.
* Actively handled and resolved several service tax queried from service tax dept.
* Liaised with govt. agencies NHAI to get outstanding payment to raise the cash inflow of the company.

**Feb 2002 – Feb 2005 with Rajbhra Consultants Pvt. Ltd., New Delhi as Accounts Assistant**

**Accountabilities**

* Hands-on experience in Branch/ Site Accounting and generated Bank, creditors and debtors reconciliation statements.
* Filed TDS and Sales Tax return every quarter.
* Maintained Petty Cash Book and records on day-to-day petty expenses of office.

**ACADEMIC CREDENTIALS**

**B.Com.** from University of Delhi; 2001

**TECHNICAL SKILLS**

* Microsoft ERP Navision 2016 Package
* Web e Tds (Webtel) TDS Electronic Return Filling Software and Tally ERP 9

**PERSONAL DOSSIER**

**Date of Birth:** 22nd May 1980

**Address:** D-12, Phase-4 Aya Nagar Colony, Mehrauli Gurgaon Road, Delhi -110047