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SUB: CONSULTANT

Dear Sir,

I am writing to apply for the above position. I bring to the table over 31 years of experience in various mining sites cover six states of India.

Throughout my career, I have utilized my leadership, planning and financial skills to consistently increase revenue, reduce cost and drive financial and operational deliverables. A qualified M.B.A., I was last working as **General Manager (Finance)** with **Coal India Ltd.**

While my resume is attached for your perusal, a list of accomplishments indicative of my experience includes:

* Successfully completed work measurement standard to improve work flows, control cost and evaluate performance and coordinate preparation of annual reporting, revenue and capital budget
* Efficiently implemented automated programs, tools & technologies to optimize business performance by 25%

My success is due to my ability to establish consistent and appropriate business practices, and build employee morale towards ensuring a balanced portfolio and financial well-being. I am focused on values, corporate objectives and strategic planning to directly impact success, growth and profit of the business.

I now welcome the opportunity to explore my potential contributions to your organization and look forward to hearing from you.

Thank you for your time and consideration.

Best Regards,

GURJIT SINGH

## GURJIT SINGH MATHAROO

**HOUSE NO 3214, SECTOR 27 D, CHANDIGARH**

## **RESIDENCE: 8054872869 EMAIL:gurjit0607@gmail.com**

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**Skills and Experience:**

♣Masters of Business Administration  
♣31years experience in a mid to senior level finance or accounting position with both external audit and in-house financial management experience gained in a high growth organization  
♣ Knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles  
♣ Knowledge of automated financial and accounting reporting systems  
♣ Knowledge of M S Office  
♣ Ability to analyze financial data and prepare financial reports, statements and projections  
♣ Working knowledge of short and long term budgeting and forecasting  
♣ Ability to produce quality materials within tight timeframes and simultaneously manage several projects  
♣ Proven track record of success facilitating progressive organizational change and development within a growing organization  
♣Self-starter, willingness to work within a team  
♣ Energetic, flexible, collaborative, and proactive; a team leader who can positively and productively impact both strategic and tactical finance and administration initiatives.

**EDUCATION & CERTIFICATION**

Graduate Studies in Statistics, Kurukshetra University, Kurukshetra

Master’s in Business Administration, Kurukshetra University, Kurukshetra

LLB, Gurughasi Das University,Bilaspur

**Key Responsibilities:**

**Accounting, Payroll, Financial Systems and Financial Controls:**♣ Oversee daily operations of finance and administration  
♣ Manage accounting and administrative operations including financial planning, financial reporting, invoicing, A/R, A/P, banking, payment processing, purchasing, payroll, and lease administration.  
♣ Develop, implement, and ensure compliance with an appropriate system of policies, internal controls, accounting standards and procedures necessary to support efficient business processes  
♣ Ensure that appropriate internal controls are in place and adhered to; design and implement solutions where internal control gaps are identified  
  
**Management:**♣ Manage staff to ensure that bookkeeping and office management functions are functioning optimally, promoting a culture of high performance and continuous improvement that values learning and a commitment to quality.  
  
**Cash and Risk Management:**♣ Responsible for management of the company's insurance and risk management program.  
♣ Management of treasury and development and maintenance of a short- and long-term cash flow forecast.  
♣ Ensure that costs are controlled and optimized..  
  
**Leadership:**♣ Maintain continuous lines of communication, keeping the Leadership Team informed of all critical issues.  
♣ Assist in establishing short- and long-range goals, objectives, policies, and operating procedures  
♣ Recommend benchmarks for measuring the financial and operating performance.  
  
**Management Reporting:**♣ Ensure the accuracy and relevance of internal accounting records and reports.  
♣ Manage the preparation of all financial reports, financial outlooks and financial forecasts.  
♣ Provide monthly financial reporting to support Leadership Team, Monitor and analyze monthly operating results against budget.  
♣ Develop regular reporting and analysis, including key metrics reports, and conduct ad hoc financial analysis as required to support Leadership Team.  
  
**Budgeting and Financial Modeling:**♣ Work with the leadership team to develop the annual budget.  
♣ Lead and coordinate financial audits and provide recommendations for procedural improvements

Details of Experience:

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| Sl.  No. | Name and address of the Employer | Post Held | Area of Work | Date of Joining | Date of leaving |
| 1 | arunanchal pradesh electricity regulatory commission,  itanagar | consultant (law &finance) | supervision of work relating to finance and law | 10-10-2017 | 10-10-2019 |
| 2 | LABOUR BUREAUE  Ahmedabad | Senior consultant(on contract) | SUPERVISING INVESTIGATOR AND SUPERVISORS FOR COLLECTION OF DATA UNDER QES | 19-102016 | 30-09-2017 |
| 4 | WESTERN COALFIELDS LTD,PENCH AREA,PARASIA | GENERAL MANAGER-F | HEAD OF DEPARTMENT-F | 17-10-2010 | 12-03-2012 |
| 5 | CMPDIL,RI-III  rANCHI | GENERAL MANAGER-F | HEAD OF THE DEPARTMENT(F) | 12-04-2010 | 15-10-2010 |
| 6 | CMPDI, RI-V, Bilaspur | Dy.Chief Finance Manager | Head of the Deptt.(Finance) | 15.04.2005 | 10-04-2010 |
| 7 | Western Coalfields  Limited, Central Work Shop, Tadali | AREA FINANCE  MANAGER | Head of the  Dett.(Finance) | 29.06.2004 | 09.04.2005 |
| 8 | Western Coalfields Limited, Kanhan Area, | FINANCE  MANAGER | Cost & Budget  Final Accoutns | 16.08.1999 | 29.07.2004 |
| 9 | North Eastern Coalfields , GuwahATI | FINANCE MANAGER | Cost/Budget  FundManagement/Interal Audit, Commiercdial . | 02.09.1994 | 14.08.1999 |
| 10 | North Eastern Coalfields, Margherita | Dy. FINANCE MANAGER | Sales Account,  Stores Account | 16.04.1991 | 13.12.1994 |
| 11 | North Eastern Coalfields, Margherita | Sr. Accounts Officer | Bill PASSING, Stores Accounts/  Establishment | 19.03.1987 | 15.04.1991 |
| 12 | North Eastern Coalfields, Margherita | Accounts Officer | Bill Passing,Establishment Matters | 22.06.1982 | 18.03.1987 |
| 13 | North Eastern Coalfields, | Management Trainee | Re-Orientation Programme | 20.10.1981 | 21.06.1982 |