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**TEJ ANAND ( OSR)**

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**OBJECTIVE**

*I look forward to be associated with a progressive & growth oriented company where I could contribute towards overall development of the organization utilizing all my knowledge, experience and skill. My carrier objective is to work in a globally competitive environment on challenging assignments so as to earn job satisfaction, recognition and a steady professional growth and thus to secure highest echelons in the organization and to attest my efficiency for the organization in every state of business.*



**PROFILE SUMMARY**

**Professional Experience:**

* A determinate professional having about 18 years of corporate exposure & 4 years as Trainee/Associate;
* **General Manager (Accounts & Administration )** with ***Ceragem India Pvt. Ltd.*** from 10th December, 2008; in-charge of overall accounting operations, related statutory compliances and administrative work & support; heading a team of 15 members; reporting directly to VP Administration and Managing Director and CEO of the Company;
* *Have worked with* ***H & M Hennes & Mauritz India Ltd.*** as **Manager Accounts** from August 1999 till September 2008, had been heading a team of seven members;
* Have worked with ***R.A. Engineers & Bectochem Organics******Pvt. Ltd.*** from Oct 1996 to July 1999;

**Core Competencies & Strengths:**

**🙞**All Accounts related matters **🙞** Payment Clearance **🙞** Supervision of Book Keeping **&** MIS **🙞** Purchases and Purchase Policy **🙞** Finalization of accounts **🙞** Budgeting and Cash Forecast **🙞** Handling & Supervision of Internal and External Auditors; have handled Ernst and Young, Deloitte’s & SPN **🙞** Budgeting and Cash Forecast **🙞** Assessments of Cases directly with the officers without any penalty for Transfer Pricing, Income Tax and Sales Tax of 06 locations (Delhi, Mumbai, Chennai, Kolkata, Indore and Gurgaon) **🙞** Statutory Compliances related to Sales Tax for Delhi, Mumbai, Chennai, Kolkata, Indore and Gurgaon **🙞** Company Law Matters & their Legal Implications **🙞** Labour Law Matters & their Legal Implications **🙞** Direct Tax, Indirect Tax & its returns **🙞** Salary, PF & other Benefits for Natives & Expats **🙞** Statutory Compliance & Policy Framing **🙞** Expats Relocation, FRRO Registration, Employment Visa **🙞** Handling Banks & Other Administrative Works

* Adept & updated on all accounting procedures, auditing process, balance sheet formation and taxation law;
* Accounts Payable , Accounts Receivable , General Ledger Adjustments , Bank / Credit Card Reconciliation , Setting of Charts of Accounts & Monthly Quarterly & Annual Reports
* Worked on Internal Controls and Ethical Management , Code of Ethics
* Adhere Trade Operations procedure : booking , controls and reconciliation and liaise with marketing team
* Follow Standard & Procedures , liaising closely with compliance , operation risk and follow local regulatory constraints
* People Management
* Support New Business
* Ensure good communication with KMP
* Business Delivery and Finance Performance
* Representing company before various government offices, appellate authorities & regulatory bodies throughout the country;
* Resourceful in following statutory compliances and research at any level;
* Keen analyst with an eye for detail, possessing highest level of aptitude & understanding and therefore able to quickly identify, priorities & address key issues suggesting/executing best possible solutions;
* Focused and pragmatic with strong interpersonal, communication & presentation skills; comfortable interacting with senior management and able to work well with varying levels of employees throughout the organization;
* Manage time and resources effectively for the optimum output in the process and Assessment to get result in favour of employer;
* Processing of Salary with TDS and PF compliances , Handling Expats Salary with all the Perquisites.
* Worked on All PF, Gratuity, Bonus, Labour related matters . Worked also on taking Shops and Establishment Permission & Other Related Permissions . Strong at PRO and very good at communication .
* Administration Policy –Overtime Control , Training Drivers for Office Cars , Safety of Expats ( Manual Prepared ), Ticket Booking Policy so as to save cost , Hotel Booking , Allowances of Employees and Transparency in Administration on all Purchases to be made , Maintenance Agreements , Leases of Office , Warehouses , Expats Apartment , Check on Housekeeping & Security Guards . Third Party Agreements and Negotiations and Other Daily Routine Administration Work
* Insurance Policies of Office , Stock , Employees , Expats & Travel Insurance Policies
* Worked on Distributors Agreement and negotiations and discussion on polices such as incentive payment
* Agreement of Employees and Expats, Leave Policies, New Staff Induction Programme , Conducting Monthly Meetings in which Staff is addressed and keep them updated on company and management polices . Listen and solving problem of the employees and explaining them all the issues which are raised by them.
* Training and Moral Boosting Events –Such as Leadership Training , Team Work , Cost Saving Polices
* Have worked on Sexual Harassment Policy , CSR Policy & Staff Policy and have prepared and implemented
* Can travel throughout the country as & when required.
* Secretarial Work – Board Meetings and Filing of Returns with Minute Book Updating was also performed and supported Audit on these matters . Very well aware of Companies Act 2013 and pursuing CS exams
* Have Strong Relations with Lawyers and Government Officials for strong liaison work. Very Strong in dealing with Government Officials and have handled them in varios matters
* Proficient in MS Word, Power Point and Excel & **“SAP”**.
* Working Knowledge of GST

Have worked in MNC culture and I am aware what MNC require. Have travelled to Head Offices in Hongkong , Sweden and Korea and have represented India Office . **Very Very** Particular on Reporting to Head Office and Very Transparent and have Strong Communication. Have always worked closely with the management and always keep the management updated with all office related matters on day to day basis. I report management with solutions to the problems which come. Work with complete responsibility and open to accept mistakes. Always ready to accept new challenges and I am very goal and result oriented person. The word NO is not there in my dictionary ( Ready to accept any kind of job if it benefits the company )

Have worked on the Principle of Cost Conscious and transparent communication ( Black & White on mails ) . Always against giving under table money unless and until it is do and die situation .

I will bring to your company not my years of expert experience but also my personal drive for results and positive outcomes. I am prepared for the next challenge in my carrer.



**DETAILED PROFILE**

**CERAGEM INDIA PVT LTD (Gurgaon) (MNC) 10th December, 2008 –**

*CERAGEM INDIA PVT LTD is a young and dynamic company incorporated in 2009 and having variety of* ***Consumer Goods (Food, Cosmetics & Consumer Durable)*** *ranging from Food Supplements / Diets / Green Tea, Cosmetics to Healthcare Devices (high quality thermal acupressure massagers, water purifiers, blood glucose monitors etc.). It is a subsidiary of CERAGEM CO. LTD (KOREA) and carries a business of manufacturing, import / export and distribution & sale of above-said goods in India & abroad. The Company has more than 600 retail distributors throughout the country. It has extended its business to Nepal, Myanmar and Sri Lanka also.*

**Growth Path:**

* Manager, Accounts & Finance: 10th December, 2008 – 31st March, 2011;
* Senior Manager, Accounts & Finance: 01st April, 2011 – 31st March, 2013;
* General Manager, (HOD) Accounts , Finance & Administration : 01st April, 2013 – 31st August 2016

**Job Description:**

Spearheading Accounts Team composed of 12 members and reporting to VP Admin and CEO; responsible for overall accounting operation & support and undertaking following works:

* Coordination and follow –up with all branches in India;
* Looking After all accounting & day to day matters of accounting;
* Payroll Processing;
* Monthly Closing in SAP;
* Payment Procedure & Reconciliation of A/P;
* Ensure accurate and urgent billing and ensure receivables are within the defined standards. Reconciliation of all receivables;
* Worked in Assessment of Transfer Pricing matters, Income Tax matters;
* Have attended Income Tax hearings & assessments completed and have worked with sales tax department on assessments;
* Secretarial, Taxation & Statutory Compliance and managing all the legal aspects of the business, looking after Income tax, VAT and Service tax matters;
* **Internal audit and control:**

Managing team of internal auditors, analyzing key risks and controls, finalization of audit plans providing for scope of audit and delegation of work, evaluating internal control systems/procedures. Controlling audit reports with a view to highlight the shortcomings and implementing necessary recommendations;

* **Finance, Accounts and MIS:**

Managing accounting function, financial reporting, liaison with external auditors and comprehensive MIS reporting, review, design and implementation of financial systems, policies and procedures, assessing the effectiveness and efficiency of business processes and recommending improvements for better internal financial control across the organization & Settlement of disputes / rejection cases & accounts reconciliation;

Administration and HR Activities have been described above.



**PRIOR AFFILIATION-**

1. ***H & M Hennes & Mauritz India, New Delhi: August 1999 till September 2008–MNC –Sweden Based***

H & M Hennes & Mauritz AB (Publ) is a Sweden-based company operating approximately 1,200 own retail stores for fashion garments in 20 European countries: Sweden, Norway, Denmark, The Netherlands, England, Switzerland, Germany, Belgium, Austria, Luxembourg, Finland, France and Spain, as well as in the USA.

H & M has its office in New Delhi and Bangalore. I am working in New Delhi office as Manager Accounts since 1997 and my role in the company is looking after accounts and administration for India offices. I am heading a team of seven members. My major responsibilities are in accounts:

* Overall review on monthly basis of booking keeping transaction’s as per the Laws;
* Reconciliations of banks and cash and inter office Ledger accounts;
* Monthly payroll & salary disbursements;
* Preparation of Financial reports on a monthly basis for Hong Kong & Sweden;
* Consolidation of accounts for India office on monthly basis for tax calculations;
* Monthly Budget’s & Forecasting of Cash inflows and outflows;
* Preparation of Management Report Summary;
* Preparation of contracts / Code of Ethics / Leases, Power of Attorney, after looking into legal aspects;
* Maintenance of Fixed Assets Register;
* Payment Clearance of Suppliers;
* Filing of Monthly Returns as per Law;
* Personal Taxation of employees and company with tax planning;
* Filing of annual returns as per the Government Laws;
* Statutory & Tax Audit work as per the guidelines;
* Up-to dating and proper maintenance of personal files of all employees;
* Assurance of appointments letters/ offer letter after selection;
* Verification of attendance of the staff and maintain the records of Leaves;
* Review & Implementation Staff Policy;

Administrative Functions:

* Safety & Security of Men and Material;
* Time office functions;
* Liaison with Govt. and Civil Agencies for day day requirements of the company;
* Compliance and implementation of standing order & HRD policies;
* All Travel & Insurance related matters for staff.

1. ***R.A. Engineers & Bectochem Organics Pvt. Ltd.* from Oct 1996 to July 1999:**

The company is into the business of Manufacturing & Trading of Pharmaceuticals and Chemical processing equipment; Responsibilities involved:

Debtor Management:

Purchase order acceptance , Order processing , Preparation of order acceptance , Order acknowledgement , Raising Performa invoices as per the terms of purchase order, Preparation of Excise and commercial invoices, Correspondences with debtors, Collection of payments, Payment reminders, Collections of C forms, Preparation of bank guarantees, indemnity bonds, Reconciliation of statement with the clients raising all Debit/Credit notes, maintaining stock register of all equipment’s/materials returned by the clients and status for the same.

Creditor Management:

Preparation of Creditors statement on a fortnightly basis and presenting the status and the total outstanding figures on a monthly basis to the management for the payments, and authenticating of payment vouchers. Vouching the invoices on a random basis whether proper bills are being passed is done with proper documentary evidence duly attached before the bills are passed. All debit/credit notes for the same are duly authorized before entering into accounts.

Stock Statements

Preparation of monthly stock statement and submission with the bank. Reviewing the statements of semi-finished goods with the management and discussing the priority of various jobs in process.

Bank Formalities

Dealing with all bank officials in regards to all inspections made by them on a monthly basis. Preparation of projected balance sheets as required by the banks for approval of loan facilities.

Income Tax, Sales Tax and Excise

Handling of all income tax, sales tax and excise matters pertaining to the company. Preparation of TDS challans. Advance tax challan, filing of returns, monthly sales tax summary for filing sales tax return., Submission of all necessary details required by income tax/sales tax department preparation of TR-6 challan, TR – 12 forms, maintaining PLA register, RG-23 (part I& II), collection of all proof of exports, preparation of guarantee bonds, bank guarantees for exports and liaison with excise department and all other necessary requirements.

Accounts Work

Monthly statement of profit and loss is prepared and comparison made with previous months statements. All expenses are compared in relation to sales and G.P./N.P. ratio are compared. Reconciliation of bank statements, preparation of final accounts, monthly income and expenditure account, fund flow statement, vouching of all petty cash receipts and payments.

1. ***Crystal -Group Companies Feb 1995 to Sept 1996 (A MANUFACTURING COMPANY)***

The company is into the business of manufacturing cutlery items, tableware and gas lighter.

**Job Profile**

**Responsibilities involves:-**

1. Maintaining Depot Ledger and accounts of company’s depot and reconciliation of these accounts every month and sending reconciliation statements to respective depot.

2. Preparation of Debtors List every month, correspondence with the client and reconciliation of the statements.

3. Preparation of Creditors List and authentication of payments

4. Maintaining Stock Register.

5. Maintaining Debtors Control Ledger Accounts

6. Handling all Income Tax Matters.

7. Preparation of all Debit/Credit Notes for customers and suppliers

8. Checking of all inter office memos.

9. Vouching all Petty cash receipts/payments

10. Dealing with banks

11. Preparation of monthly Profit and Loss account

1. ***K. Kashyap & Company –Chartered Accountants***

* Completed 3 years Articled Training which included Statutory Audits, Tax Audits, Limited Reviews and other Special Assignments.

**Major Responsibilities include:**

* Review of Financial Statements to check compliance with statutory requirements
* Internal Controls, Systems and Process evaluation
* Verification of Receivables/Payables & Analysis of Revenue Items

**Special Assignments included:**

* Estimating consideration for Investigation, Credit Rating Appraisal and Financial Reporting.
* Work for the Accounting Division, including handling of 2-3 clients independently
* Audit of several Charitable Trusts
* Handled independent assignments in the capacity of a Team Leader, reporting directly to the Partner
* Exposed to functioning of multiple sectors like Manufacturing, Trading and Services



ACADEMIC & PROFESSIONAL CREDENTIALS

* 1991– 1994 CA- Training from ICAI.
* 1988 – 1991 DAV College of Commerce B.Com (H)
* 1988 St. Joseph’s Academy ISC ( XII)
* 1986 St. Joseph’s Academy ICSE (X)



**PERSONAL DETAILS**

**Date of Birth: 19th November, 1969**

**Languages Known: English, Hindi and somehow understanding of Korean Language**

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