

**Profile Summary:**

- A strategic thinker with excellent knowledge in numbers and financial terminologies and skilled in allocating the budget precisely having rich experience of 7 years as an Accounts Manager.
- Extensive knowledge of keeping records, maintain the records and track the financial transactions.
- Good working knowledge of MS Word, Excel and ability to use databases for recording and reporting.
- Expertise to set strategic priorities and give clear strategic direction.

**Personal Qualities:**

- Good planning and prioritizing skills to manage a varied and pressurized workload.
- Good communication skills in verbal and written both.
- Ability to control and supervise the team.
- Strong motivator and ability to do the work before the deadline.

**Computer Knowledge:**

- Operating System: Xp, Windows.
- Well versed in use of MS Office (Word, Excel, PowerPoint and Outlook)
- Tally ERP 9 & Oracle ERP System (e-Chain & Roadmap)

## **Key Responsibilities Handled:**

- Plan and execute periodic closure schedule as well as maintenance of all accounting ledgers including monthly review of all account reconciliations.
- Preparation of all financial reports, including Profit and Loss Statement, Balance Sheet and Costing reports, as well as the year-end financial reports.
- Provide timely explanations of variances between actual results and forecasts/budgets; provide corrective action recommendations to management, where necessary.
- Oversee the General Accounting processes of Inter-company, Fixed assets and Accounting and financial reporting of all entities.
- Implement new Accounting Policies as per GST regime and interpret guidance in regards to accounting transactions with statutory requirements of the Company.
- Ensure that all statutory payments (GST, TDS, Profession Tax, ESI & PF etc.,) are made timely.
- Preparation of Annexure and Filing of Monthly & Annual GST returns in time.
- Updating latest GST Notifications & Circulars to top management and providing training to team and branch office staff.
- Preparation of Debtors' Ageing reports, highlighting and analyzing long overdue and follow up with Sales Team as well as Customers.
- Liaise effectively with finance constituents on financial accounting and reporting deliverables, issues and process improvements.
- Work with internal and external auditors during reviews and audits to ensure full cooperation from accounting staff and compliance with all qualified requests.
- Monitoring Inventory in ERP System by Production and Sales movements.
- Conducting periodical stock audit activities at branches and report to top management.
- Monitor daily bank transactions & preparation of monthly reconciliation reports (BRS).
- Preparation and Submission of monthly / quarterly / half yearly returns of Pre-GST regime.