Proposal for Accounting & Financial Services

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**Qualification** **: MBA (Finance)** from IMT Ghaziabad and M.Com , Six sigma certified having 15 years of Experience in finance & accounts .

**Award Won** :

Awarded on “STREAMLINING FINANCIAL PROCESS & CREATE CHART of ACCOUNTS”In Year 2011

Awarded 6 Sigma Certification – “ White Belt Project” for implementing “Cheque Bounce Process” Year 2007.

Award Own on “ Overall Excellency” in Eastern Region- 2005, Year 2005.

Implement SAP B1 - Finance Module and HR B1 Module in the Ayursundra Group in the Year 2018

**Summary** :

*Accounts Payable / Receivables, Statutory Compliances, Financial Planning, Financial Management & Control, MIS Reporting and Development, Cash Flow Management, Audit & Cost Management, Implement & adhere Financial & Accounting process and Team Management.*

*Goal driven professional offering qualitative experience in the field of Finance & Accounts, Taxation, Cost Management, Indian Accounting, and Statutory Compliances. Possess skills by working in both computerized and manual recording of daily transactions.*

*Proficiency in handling the modern accounting systems as per set rules & regulations laid by governing bodies. Expertise in analyzing existing systems & procedures and preparing business continuity plans, designing internal control systems and facilitating effective decision-making.*

*Possesses significant experience resulting in better financial performance and enhanced systems for achievement of desired goals. Well organized with a track record that demonstrates self-motivation, creativity and initiatives to achieve both personal and corporate goals.*

Services : We operates as financial and accounting services, and offer you the maximum flexibility by allowing you to rely on us for any of the services that we offer as needed. The following sections provide details regarding each of the services that you’ll have at your disposal should you choose as your accounting and financial services provider.

Bookkeeping : Bookkeeping is the most basic of all accounting functions. Bookkeeping involves maintaining accurate and updated records of all of your company’s financial activity. This includes bank records, tax filings, payroll records, purchase and sale records, and regulatory filings. These records are essential to regulatory compliance. Proper bookkeeping makes other accounting functions, such as audits, payroll, and tax preparation, much simpler and less time consuming.

Payroll : Payroll is a critical business operations function performed by your accounting team. Payroll involves managing all employee compensation, benefits, and withholdings. We manage your payroll on an ongoing basis, ensuring that all employees are compensated according to their employment agreements and benefit selections. Also we do the PF and ESIC return filling work.

Financial Analysis & MIS : It is wise to conduct periodic review and analysis of your company’s financial performance. These reviews are typically called audits, and are an important part of regulatory compliance and shareholder disclosure. Additionally, financial analysis can provide valuable insight into your company’s financial health which can help you make sound decisions for the future. We prepare MIS for monthly reporting to measure the performance of the organisation. We also undergo budget preparation and do monthly comparison.

Regulatory Compliance : Compliance with State, Local, and Federal financial regulations is extremely important to every business. We will work with you on a regular basis to ensure that your business activities, records, and processes are fully in compliance with all applicable regulations.

Financial Consulting : Our financial consulting services are designed to provide you with expert analysis and advice regarding your company’s strategic decisions. As you consider exploring business opportunities, investments, and partnerships, it is important to understand the short, medium, and long-term ramifications of your decisions. Our financial consulting services make it easy to understand the financial impact your decisions will have on your company’s future.