# 

**Contact:** +91 9992237172

Add:-Bhora Kala, Gurugram, Haryana-122413 **Mail:**sainianjani@yahoo.com

[sainianajni@gmail.com](mailto:sainianajni@gmail.com)

CAREER SUMMARY

Management Graduate with 07 plus years of Junior & Middle level management experience in Manufacturing Sectors. The focus has been into the functional Areas of Routine Accounting, Banking & Finance, Taxation, Statutory Compliance & MIS, Revenue Assurance, and Payables & Receivables at Corporate **like Rediance Complast Pvt Ltd, Amtek Auto Limited, Eau Bathing Solutions Pvt Ltd.**

Currently, working as an **Senior Account Officer (Finance & Accounts)** for **YKK India Pvt Ltd.,** at Bawal Industrial Area (Rewari). Responsibilities include Taxation, Balance Sheet Profit and Loss Revenue Accounting, Payables Management, Banking, Assistance in Audits, MIS & Period Closing Activity, Debtor and creditor Reconciliation.

Summary of Industry & Organisational Experience

* + 02 years in the Accounts Department at **Rediant Complast Pvt Ltd**, a Specialty Plastic Molding Manufacturer, right from Management Trainee to Executive Finance, based at Bhiwadi (Raj).

* + 04 years with Amtek Auto Limited, as a **Senior Executive (Finance & Accounts)**, responsible for all accounts and finance activities, based at Dharuhera (Haryana).
  + 1.10 years with Eau Bathing Solutions Pvt Ltd, as **Senior Account Officer (Finance & Accounts)** based at Binola (Haryana).

DETAILED EMPLOYMENT ACCOUNT

### YKK India Private Ltd Aug. 2017 – Till Date

### *Senior Executive (Finance & Accounts)*

### Key Responsibilities

* Indirect Taxation ( GST)

(GSTR-1, GSTR-2, GSTR-3, GSTR-3B, TRANS-1)

* Debtors ageing & Customer Reconciliation, Monitoring and closing of the open issues; Monitoring of the month end closing activity.
* Pending sale tax assessment.
* Responsible for MIS Data.
* Monitoring of the Banking Activity, Receipts Accounting, weekly BRS and other Cash & Bank Process.
* Sale and Production data monthly basis.
* Checking of Salary & Wages. Accounting of Salary & Wages.
* Interacting with internal & statutory auditors for completing audits & resolving Audit queries.
* Preparation of Monthly Reconciliation Debtor & Creditors & settlement their quarries.
* Preparing monthly Creditors & Debtors ageing analysis.

**Reporting to**: Manager (F&A).

### Eau Bathing Solutions Pvt Ltd Oct. 2015 – Sep-2017

### *Senior Account Officer (Finance & Accounts)*

### Key Responsibilities

* Preparation and interpretation of Profit & Loss Accounts on monthly basis.
* Assist in Balance sheet Finalisation and other related works like notes of accounts & 3 CD Data for balance sheet.
* Indirect Taxation.
* Interacting with internal & statutory auditors for completing audits & resolving Audit queries.
* Cash Inflow & Outflow on weekly and Monthly basis.
* Compute Taxable Salary of Employees & Collect relevant documents for providing exemption & deductions.
* Deduction of TDS under all sections (Contractors, Professional, Commission, Rent etc).
* Issurance of TDS Certificate(Form 16 & Form 16A).
* Preparing Bank Reconciliation Statements weekly and monthly MIS reports.
* Value Added Tax: Preparation VAT/CST detail on monthly basis & ensure timely monthly Payment of output VAT / CST.
* Preparation of Monthly Reconciliation Debtor & Creditors & settlement their quarries.
* Co-ordination with subsections (Store, Dispatch) for resolving customer’s issues.
* Reconciliations (Inter Unit, Purchase Sale, Customers & Suppliers).
* Preparing monthly Creditors & Debtors ageing analysis.
* Issuance of Debit /Credit Note vendors & Customers.
* Preparation of expenses provision for MIS.
* Checking of Salary & Wages. Accounting of Salary & Wages.
* Monitoring & planning weekly & monthly funds planning to process the payment to supplier.

**Reporting to**: GM (F&A).

### Amtek Auto Limited Oct-2009 till Sep-2015

### *Senior Executive- Finance & Accounts*

### Key Responsibilities

* Maintain excise records i.e. RG-23 A & C Part-I & Part-II, RG-23A Part-I & Part-II, PLA, & other related documents.
* Excise returns. (E.R-1, E.R-6, E.R-4, E.R-5,E.R-7 ).
* Maintain Job- work account (inward & Outward) u/r 4(5)(a) & (b) according to excise procedure .dispatch rejected material.
* Monthly reconciliation of CENVAT.
* Maintain Service Tax Cenvat Credit account.
* Service Tax return, Challan.
* Preparation of declaration, reports and miscellaneous work.
* Documentation as per Central Excise audit.
* Managing the preparation and maintenance of statutory books of excise, ensuring compliance with time and accuracy norms.
* Calculation of VAT and CST due amount and to prepare challans for VAT and CST Deposit.
* Preparation of quarterly Return Form VAT-R-1, S.T.1
* Preparation of Annual Return (R-2) or VAT Audit.
* Issue & received declaration forms ‘C’, D-1,H,I,F
* Bank Reconciliation.
* Foreign Payment and Remittance.
* Duty free material procurement and export work.
* LUT documentation.
* Preparation export documents i.e. ARE –1, Invoice, Packing list, & all other documents.
* Submission proof of export.
* Prepare Rebate claim on exported goods.

**Reporting to**: Head Finance

### Radient Complast Pvt Ltd Sep-2009 till Oct-2011

### *Management Trainee – Executive Finance*

### Key Responsibilities

* Preparation of Vouchers like Cash, Journal, Purchase Bills , Debit Notes, Credit Notes, Sales Bills etc.,
* Cheque issue to suppliers & others, Preparation of Cash Book & Journal Register, Reconciliation of Bank.
* Statements, Parties Account Reconciliation.
* Maintain excise records i.e. RG-23 A & C Part-I & Part-II, RG-23A Part-I & Part-II, PLA, & other related documents.
* Excise returns. (E.R-1, E.R-6, E.R-4, E.R-5,E.R-7 ).
* Maintain Job- work account (inward & Outward) u/r 4(5)(a) & (b) according to excise procedure .dispatch rejected material.
* Maintain Service Tax Cenvat Credit account.
* Service Tax return, Challan.

**Reporting to**: Sr.Manager (F & A)

ACADEMIC CREDENTIALS

* **Masters** – in **M.B.A**. with specialization in **Finance** from Gurgoan Institute of Technology and Management, M.D University, Rohtak. (2009).
* **Certificate**- In International Financial Reporting From ACCA-UK
* **Bachelors** – in B.Com from AIHM Jat College, M.D University, Rohtak. (2006).
* **12th** – in Commerce from M.D University, Rohtak (2003)

PERSONAL DOSSIER

Date of Birth : 10th Dec 1985.

Nationality : Indian

Availability : 01 months (Negotiable).

Compensation (Current) : Rs.06.15 Lakhs.

Compensation (Expected) : Rs.7.00 Lakhs

Current Address : Vill. Dhani Kumbhawas, P.O Bhora Kala, Gurgoan Haryana

**(Anjani Kumar)**