**CA. AMIT KUMAR**

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Haryana 121001

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**Assignments in Finance & Accounts, Taxation with a growth organisation of repute**

**PROFESSIONAL SYNOPSIS**

* **Chartered Accountant** with over **12 years** of qualitative experience (**9 years post qualification)** in Accounts, Taxation, MIS, and Accounts Payables / Receivables.
* Presently working with **DELHI DUTY FREE SERVICES PVT. LTD. (GMR Group Company)**, Airport Building 301, Near Terminal - 3, IGI, Airport, New Delhi, 110037 as an Assistant Manager-Finance.
* Experience in financial planning & analysis and managing payables/receivables with overseas vendors as per FEMA & RBI guidelines and well versed with accounting systems & provisions of statutory taxation acts.
* Excellent relationship building, analytical skills & abilities in liaising with auditors; with the exposure of working in computerised environment.

**AREAS OF EXPOSURE**

**Accounts**

* Preparing & administering the foreign payables/receivables following FEMA & RBI guidelines.
* Co-ordinating with CHA in the preparation of MRP files and approving checklist for Shipment clearances, maintenance and filing of form 15CA/CB.
* Preparing & processing documents for bank guarantee & making online payment of Custom duty.
* Handling preparation & maintenance of various books/registers viz. Cash / Bank Books; fixed assets register to ensure smooth accounting operations.

**Auditing**

* Accomplished various Nationalised Banks audits during article ship with BERI SETH & ASSOCIATES, Aggarwal Chamber-364 Shakarpur, New Delhi from Aug’2007 to Jun’2008.
* Conducted various Statutory / Internal / Tax audits for analysing existing systems for proposing improvisation measures during article ship with D.LAL. CHOPRA & CO. (reconstitution of Tajender Kumar & Co) Nehru Ground, Faridabad from Jun’2008 to Feb’2011.

Taxation

* Co-ordination with clients in filling & submission of timely returns for compliance under Income-Tax, Value Added Tax (DVAT & HVAT) and Service Tax Laws.
* Interfacing with Income-Tax authorities for timely filing of Service Tax and Sales tax returns, registrations etc.

**Process Development / MIS**

* Preparation of MIS reports to provide feedback to top management on financial performance, viz., variance analysis, cash flow management, margin analysis, foreign exchange fluctuation, payables / receivables ageing, inventory valuation report etc.
* Managing implementation & functioning of processes for smooth functioning of various operations across the organisation.

**CORE COMPETENCIES**

* Creating budgets & conducting variance analysis to determine difference between projected & actual results and implementing corrective actions for the same.
* Forecasting company performance and building detailed operating model with Integrated P&L A/c, Balance Sheet and Cash Flow.
* Overseeing complete planning & management activities for ensuring completion of internal & statutory audits within time.
* Managing monthly books closure and preparing MIS reports for top management.

**ORGANISATIONAL EXPERIENCE**

**GMR Group Company-New Delhi since May’2014**

(High-end Travel Retail, a Group Company GMR & Air RIENTA International (Ireland) basically into retail trading business having more than 60,000 sku’s including national and international brands. Mainly into Liquor, Perfume cosmetics, Chocolate, Apparel, Fashion, Tobacco, Tea, Coffee, Souvenir, Ready to eat food items, Gifts & Accessories, Having daily collection of more than INR 35 million.

**Designation: Assistant Manager-Finance (Star Employee of the Year 2017-18)**

**Highlights:**

**Financial Planning & Analysis**

* Preparation of yearly Capex & revenue budget and monthly operational report of every department to take effective decision.
* Preparation of margin analysis of each category by excluding fluctuation impact.
* Conducting monthly variance analysis report to determine difference between projected and actual results and implementing corrective actions for the same.
* Preparation of reports on monthly & quarterly basis for MIS Generation, KPI (Key Performance Indicators) and Margin Analysis in 3 separate formats for all JV Companies (Indian as well as foreign entity) in their prescribed format.
* Ensured fortnightly and monthly cash flow and management in line with budget.
* Handling internal and external audit, ensuring completion of BRC and audit committed deck timely.
* Handling treasury function and ensure there is no such spare money parked in bank accounts.
* Spearheaded the Purchase Committee of business (Overheads) to reduce costs, ensured time to time reviewing SOP’s and recommended the course of action to strengthen the internal control procedures.
* Efficiently negotiated with Trade/Non-Trade suppliers for margin and other terms / trades.
* Warehouse management in relation to availability of all SKU’s at retail shops and monitor logistic expenditure.
* Closely monitoring OTB report (open to buy) with budgeted PO’s for ensuring inventory level of different SKU’s in reference with supply chain management.

**Accounting & Other Roles**

* Preparation of Bank Guarantees for stock transfer of excisable items.
* Making online payments of Custom Duty via ICEGATE e-payment Portal.
* Ensuring posting of GRN’s monthly basis for monthly closure of financials.
* Generating report of Debtors/Creditors Ageing, Inventory Ageing and analysis over non recoverable and slow-moving items and finalising the provisions of the same for monthly books closing.
* Reviewing and approving trade/non-trade payment files in system ERP- Microsoft Navision-2016.
* Preparing and filing of 15 CA/CB forms for Non-Trade overseas remittances.
* Ensuring timely insurance of all company’s assets to mitigate the risk factor.
* Ensuring monthly reconciliations of bank accounts and vendor’s payable balances.
* Liaising with Banks for operational issues related to foreign trade remittances, card collections, FIRC’s

**Sharaf Trading LLC Group- New Delhi (Jun’2012 – Apr’2014)**

**Designation: Sr. Executive-Finance**

**Highlights:**

* Dealing with CHA for shipments clearance
* Preparing MRP files and approving checklists
* Making online payments of TDS, Service Tax & DVAT.
* Preparation of data for Service Tax ,TDS & DVAT returns.
* Preparing documents for foreign remittances of trade imports etc.
* Preparing & providing reports to bank on monthly basis viz. Stock Report, Margin Report.
* Preparing budgeted financials on quarterly basis.
* Setting target sales for sales staff on monthly basis.
* Preparing MIS reports viz. Forex Fluctuation Report, Margin Analysis Report, Inventory Report, Category wise Sales Report etc.
* Making bank reconciliation on daily basis.
* Making credit card collections reconciliation on daily basis.
* Handling petty cash expenses & making entries on customised software (RTS).

**EDUCATIONAL CREDENTIALS**

# CA from Institute of Chartered Accountants of India (ICAI), in May’2012.

* Master of Business Administration (Finance) from Allahabad University in the year 2016.
* Bachelor in Commerce (B.Com) from PGDAV College (University of Delhi), in the year 2009.
* Passed Intermediate from Vidya Mandir Public School (CBSE Affiliated) in the year 2006.

**IT SKILL SET**

# Well versed with MS-Office Suite.

# Full Knowledge of Accounting Software Tally 9, ERP 9, Tally 7.2, RTS (Real Time System), Microsoft Navision-2016.

# 100 hours IT Training from Faridabad Branch of ICAI.

**PERSONAL DETAILS**

**NATIONALITY : INDIAN**

**FATHER’s NAME : Mr. ASHOK KUMAR**

**DATE OF BIRTH : 9th MARCH 1989**

**HOBBIES : PLAYING CRICKET & SINGING HYMS**

**ACHIEVEMENT : +2 TOPPER, COLLEGE TOPPER,**

 **AWARDED IST IN SINGING COMPETITION**

Date-………….

Place- Faridabad  **(*CA. Amit Kumar*)**