**Curriculum Vitae**



**Mohd Amjad**

**Manager (Finance & Accounts)**

(Shvetdhara Dairy Foods Pvt Ltd.)

Dehradun (Uttarakhand)

Contact: -+91 8445556618, amjadmd79@gmail.com

**Academic Credentials**

**Particulars** **Division** **Year**

* M. Com from CCS University, Meerut First 2013
* B. Com from CCS University, Meerut Second 2011
* ICWA Intermediate from The Institute of Cost Accountants of India (ICAI) N/A 2010
* Intermediate from U. P. Board, Allahabad Second 2007
* Matriculation from UP Board, Allahabad. Second 2005

**Professional Profile**

* Over 5 Years of experience as an astute & result oriented professional in managing *&* maintaining accounts, statutory compliances, audits like statutory audit, corporate divisional audit(CDA) etc.

**Key Skills**

* Business/Corporate Accounting
* Plant accounting
* Retail Accounting
* Non Profit Organization’s Accounting
* Accounting Standards
* GST (Goods and Service Tax) – Entries in Tally and GST Returns
* VAT (Vat invoicing, return, assessment, SIB & cases)
* Income Tax
* Employees Provident Fund (EPF) & ESI
* Fund Flow & Cash Flow
* Budgeting & Variance report
* Internal Audit
* Finalization of balance sheet and profit and loss account
* Ratio analysis
* Periodical reconciliations of Bank, Accounts Receivables & Accounts Payables
* Payment processing as per procedures of the organization
* Sound knowledge of Focus Accounting Software.
* Fast to learn any accounting software like SAP (8 month experience of SAP), Busy or any other software.

**Organizational Skills**

1. **17th July ’17 to Current Shvetdhara Dairy Foods Pvt Ltd. Manager – F & A**

 **(Dehradun, Uttarakhand)**

Shvetdhara Dairy Foods Pvt Ltd is newly formed company in the dairy sector with a vision to provide best quality to customers, to interact with or supply to the customers directly instead of mediator i.e. agent, distributor. Before incorporating in company it was working for the same purpose as a firm in the same industry & covered a major part of Dehradun to supply Dairy Products with best quality by the name of M/s. New Kamboj Dairy. I am posted at Head Office Dehradun & our plant is situated at Gajraula, Uttar Pradesh.

**Responsibilities**

**Financial Monitoring and Management**

1. Establishing protocols for company in the purview of Indian Accounting Standard and Companies Act 1956.
2. Managing system (MIS) of Inventory reporting, dispatch reporting & costing reports of the plant.
3. Statutory compliance like Barcode registration and implementation, TAN registration, deduction of TDS on salary, contract & rent. Prepare data to file quarterly TDS return. EPF & ESI as per government rules & regulations.
4. Cross checked the payable bills as per SOP of the company & proceed for payment or discuss on discretion
5. Implementing GST in Tally ERP9 as per GST law.
6. GST return filing (GSTR3B, GSTR1), e-way bill preparation.
7. Budget preparation as per vision of Managing Director & other directors.
8. Payment of company creditors through internet banking & bulk NEFT.
9. Implement quarterly & internal audit.
10. Managing Cash flow & Fund flow.
11. **May ‘16 to 10th Jan ‘17 Niryas Food Products Pvt Ltd Asst. Manager - F & A**

 **(Khurja, Bulandshahr UP, India)**

Niryas Food Products Pvt. Ltd. is a premier dairy organization that has come into being to provide end-to-end solutions to all the dairy farmers as well as end consumers. Niryas offers a complete dairy product value chain which includes procurement, processing and selling of milk and milk consumables. I am rendering my services as Assistant Manager – Finance & Accounts & handling my executive level team in it’s Khurja Plant located at Khurja, Distt. – Bulandshahr.

**Responsibilities**

**Financial Monitoring and Management**

1. Checking billing, payment allocation and activity reporting following established protocols or as guided by Manger – Finance & Accounts to tight deadlines.
2. Managing system of Inventory reporting, Dispatch reporting & costing report of the plant.
3. Cross checked the payable bills
4. **Sep. ‘13 to May ‘16 Mount Valley Development Association Senior Accountant**

 **(Saharanpur, UP, India)**

Mount Valley Development Association is an NGO & working in lots of welfare areas. From them I am working as a Senior Accountant one of those project called “Dairy Development for Poverty Alleviation (DDPA)”.

**Responsibilities**

1. **Financial Monitoring and Management**
2. Perform billing, payment allocation, collection and activity reporting following established protocols, to tight deadlines.
3. Monitor customer account details and identify and investigate non-payments, delayed payments and other irregularities.
4. Organize the recovery system and initiate collection efforts.
5. Investigate and resolve customer queries.
6. Responsible for credit collections on all accounts by contacting the customer by phone, e-mail and written correspondence. Preparing and maintaining the customer’s monthly reconciliation schedules.
7. Payment of employee expense reports, process invoices for payment for the client and firm vendors; reconciliation of outstanding invoices; processing of refunds; research of over-payments, account coding.
8. To ensure that proper booking of all the expenditure with necessary supporting is taking place.
9. Ensuring adherence to S&P guidelines.
10. Periodical checking of accounts to ensure project accounts maintain properly & updated regularly.
11. To ensure that expenses of particulars head are within budget as agreed P&B.
12. Provide handholding support to the team for financial reporting and audits.
13. Make sure that all statutory compliances are completed timely.
14. Cost Saving in Material Purchase
15. Frequent checking of the following document to ensuring to maintain it properly: -

a) Fixed Assets Register

b) Inventory related documents.

1. **Financial Controls in Milk Operation**

1. Cost Reduction in operation.

2. Control in Material Purchasing.

3. Support in software operation.

4. Timely & Accurate Farmer Payment

5. Fixed assets safety and recovery through Insurance

6. Software installation, up-gradation and Data security Mechanism

1. **To Facilitate periodical Audits**

Implementation of audit issues

(a) Quarterly

(b) Divisional

1. **Facilitating Fund flow for Projects**

1. Monthly tracking of fund position to ensure that the fund can be demand and provided on time.

1. **Sustainability of project**

To Assist in: -

a. Finalization of Budget

b. Support in Operational Reporting

**Certificates**

**Sr. No. Certificate Name & Institute Year**

1. CCC (Course on Computer Concepts) Nov. 2013

NIELIT (National Institute of Electronics & Information Technology)

(Basic Computer Course approved by Indian government)

1. Accounting (National Certificate in Modular Employable Skills) Aug. 2014

National Council for Vocational Training

(A 450 hours training module in Accounting under Banking & Accounting test conducted by

"Federation of Indian Chambers of Commerce & Industry (FICCI))

**Other I.T. Skills**

1. ERP Dairy I have worked previously in a Dairy Project funded by ITC Ltd. To record its

Procurement Data we used an ERP software named "Everest ERMRD Pro". In this

software I totally manage for updating its supporting files which time to time change

as per need & take support from Everest IT department for any serious problem

related to database management.

1. Tally ERP 9 I am working on Tally software for more than 5 years. Currently I am using its

latest version i.e. Tally ERP 9, Series A, Release 6.5.1.

1. MS Office I am Intermediate in Advanced MS Excel, MS Word & MS PowerPoint. I usually worked

with MS Excel for my data management & analysis by using VLookup, Pivot Table &

other analytical Formulas of it.

**Achievements**

1. *Maintaining all the Overheads within the budget limits given by organization.*
2. *Negotiation ability for purchasing anything regarding our project.*

**References**

Mr. Nadeem Serwar President +91 9412232800

 Islamia Shifakhana Society

Saharanpur, UP (India)

Mr. Avtar Singh Negi Secretary +91 9627271962

 Mount Valley Development Association

 Doni, Ghansali Distt., Tehri Garhwal

Mr Natwar Chaudhary Manager – F & A, Niryas +91 9582201534

**Personal**

**Passport No : Z2123116**

Date of Passport Issue : 19th August 2014

Date of Passport Expiry : 18th August 2024

Date of Birth : 15th November1990

Marital Status : Single

Smoking : No

PAN : AXQPA6696M

Skype ID : amjad-sid

Current Salary (INR) : 5.04 Lacs per annum

Expected Salary (INR) : Negotiable

Notice Period : 1 month

Permanent Address : 13/59A, Sangiyan, Near Jain Mandir, Saharanpur (UP), India - 247001

**Declaration**

I hereby certify that all the information provided here is correct to the best of my knowledge and belief. I promise to abide by all legal norms laid down by your esteemed organization.

**Place:**

**Date: Mohd Amjad**