**Objective**

To employ my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.

**Work Experience**

**Manager – Accounts, Taxation & Finance(April 2015- Present)**

**M/s Edge Grinding Technologies Pvt. Ltd, Ghaziabad**

**Manager – Accounts, Taxation & Finance (April 2006-April 2015)**

**M/s Kumar Styrene Packaging Pvt. Ltd, Ghaziabad**

**Manager – Accounts & Commercial (June 2001–March 2006)**

**M/s Technical Services Group (Mfg. Exporting Medium & Heavy Machinery), New Delhi**

**Accounts Manager (April 1995-May 2001)**

**M/s Wear India (Export Unit), Noida**

**Professional and Academic Qualification**

RSS College, Meerut University, U.P. **1990-1992**

**Graduation in Bachelor of Commerce**

Meerut College of CCS University, U.P.  **1992-1995**

**LL.B**

**Work Profile Summary**

* Compile and analyse financial information to prepare financial statements including monthly and annual accounts
* Ensure financial records are maintained in compliance with accepted policies and procedures
* Ensure all financial reporting deadlines are met
* Prepare financial management reports
* Ensure accurate and timely monthly, quarterly and year end close
* Establish and monitor the implementation and maintenance of accounting control procedures
* Reconcile bank statements and resolve accounting discrepancies and irregularities
* Continuous management and support of budget and forecast activities
* Monitor different projects expenditure compared to budgeted
* Develop and maintain financial data bases
* Financial audit preparation and coordinate the audit process
* Ensure accurate and appropriate recording and analysis of revenues and expenses
* Prepare and handle company salaries and reports
* Analyse and advise on business operations including revenue and expenditure trends, financial commitments and future revenues
* Analyse financial information to recommend or develop efficient use of resources and procedures, provide strategic recommendations and maintain solutions to business and financial problems
* Preparation of computation of Income Tax, Advance Tax, Excise, Customs, GST etc.
* Preparation and filling of Return such as Income Tax, Sales Tax, Vat, Excise, TDS, Service Tax, GST.
* Attend and visit for cases, appeal, tribunal, assessment.
* Visit Govt. department such as Income Tax, Sales Tax, Vat, Excise & Custom, Service Tax, TDS, ROC and other related department, GST Ruturn, Annual GST Return.

. Banking matter such as project Loan, Business Loan, CC Limit, OD Limit, Home Loan, Loan against Property, Personal Loan.

* Attend and visit for cases, appeal, tribunal, assessment.
* Visit Govt. department such as Income Tax, Sales Tax, Vat, Excise & Custom, Service Tax, TDS, ROC, Civil and Criminal case, Banking Case, Property Law Matter and other related department

**ITSkills**

* Operational MS office (MS-Word, MS-PowerPoint, Email, Outlook, MS Excel)
* Tally ERP 9.0, SAP.

**Personal Details**

Father’s Name : Late ShriSuryakant Pathak

Date of Birth : 12th May, 1968

Language : Hindi, English, Maithali

Marital Status : Married