

# AMIT AGRAWAL

**MBA (FINANCE), ICWA (INTER)**

Mobile No: +91-9968388780

Email: [mba.amitagrawal@gmail.com](mailto:mba.amitagrawal@gmail.com)

LinkedIn: [linkedin.com/in/amit-agrawal-15723819](https://www.linkedin.com/in/amit-agrawal-15723819)

## SYNOPSIS

- ✚ A self-motivated business management professional with more than 7 Years of work experience.
- ✚ Having proficient working experience in the field of Accounts, Finance and Management Reporting.
- ✚ Managing GST compliances and ensure necessary filing for GST refunds.
- ✚ A self-motivated team player with strong communication skills and an analytical mind with ability to think clearly and logically.
- ✚ Ability to work in a dynamic environment and under pressure situation.
- ✚ Possess honesty & ability to work hard.

## CORE COMPETENCIES

- |   |  |
|---|--|
| <input type="checkbox"/> Financial Accounting & Reporting | <input type="checkbox"/> Internal Audits               |
| <input type="checkbox"/> Legal & Statutory Compliances    | <input type="checkbox"/> Analytical Skill              |
| <input type="checkbox"/> Accounts Finalization            | <input type="checkbox"/> GST Return & Data filing      |
| <input type="checkbox"/> Financial Analysis               | <input type="checkbox"/> Accounting System & Processes |
| <input type="checkbox"/> Cost Control & Audit             | <input type="checkbox"/> Management Reporting          |

## WORK EXPERIENCE

**Organisation : Boodmo (Smart Part Online Pvt.Ltd.)**

**Period : May 2018 to Present**

**Position : Team Leader – Accounts & Finance**

**Role:**

- ✚ Handling month end activities i.e Monthly provision of Opex, review of books of accounts of various entities and closing of accounting period.
- ✚ Review of Trial balances, Balance Sheet, vendor payments and Reconciliation.
- ✚ Preparing data for GSTR-3B and GSTR-1 in supporting of filing the GST return.
- ✚ Co-ordination with Statutory Auditor & Internal Auditor on half yearly basis and provide support in audit activities.
- ✚ Scrutinize the bills received from other sections for payment and check sanctioned budget against each payment.
- ✚ Checking of Compliance applicability related to TDS & GST Payments, Filing of GST returns & taking care of other GST related matters.
- ✚ Checking out of timely Receipt of fund for which invoice has raised and Co-ordination with department to get work done on timely basis.
- ✚ Overall coordination and supervision of Accounts Section and shifting of above mention duties as per work load and timeliness

**Organisation : Think Talent Services Pvt.Ltd., Gurgaon**

**Period : Feb 2016 to Apr 2018**

**Position : Assistant Manager - Accounts & Finance**

**Role:**

- ✚ Finalization of books of accounts, all day to day general ledger accounting and preparation of Financial Statements.

- ✦ Ensure of all monthly legal Compliance & timely payments of Service Tax, TDS, VAT, EPF and GST Compliance.
- ✦ Bank Reconciliation / Credit Card Reconciliation on fortnightly basis.
- ✦ MIS reporting on fortnightly basis.
- ✦ Actively participation in Audit Program & management review.
- ✦ Managing With external business Partners & all clients of the organization.
- ✦ Ensuring all tax compliance on monthly, quarterly & half yearly basis.

**Organisation : Pragma (A Non-Profit Organization), Gurgaon**  
**Period : Feb 2015 to Feb 2016**  
**Position : Sr.Team Member - Accounts & Finance**  
**Role:**

- ✦ Accounting and reporting functions for Pragma and ensure monthly closing process and account reconciliations are completed within the pre-set timelines.
- ✦ Preparation of bank reconciliations, payroll accounting and other project reports on monthly basis.
- ✦ Preparation of Balance Sheet Reconciliations and resolving all open items in the reconciliations to reflect accurate numbers in financial statements on
- ✦ Provide support and prepare required documents for the purpose of statutory and internal audit functions

**Organisation : L. Narayan & Co (Practicing Cost Accountants)**  
**Period : Jul 2011 to Jan 2015**  
**Position : Cost & Accounts Executive**  
**Role:**

- ✦ Preparation of Cost manual, maintenance of cost accounting records, variance analysis, inventory management.
- ✦ Handling & supervision of internal audit in order to assess the adequacy, efficiency, effectiveness, review the internal control process; monitor the timely implementations of management actions and external auditor recommendations.
- ✦ Handling and supervision of accounts, audit and tax compliance.

## TRAININGS

2008 -2010 ICICI Bank Ltd. (Business Banking)

## ACADEMICS

2011 **ICWA Inter** from Institute of Cost & Works Accountants of India.

2006 **Master of Business Administration (MBA) in Finance from Utter Pradesh Technical University (UPTU), Lucknow**

2004 **Bachelor's in commerce (B.Com.)** V.B.S. Purvanchal University, Utter Pradesh.

## IT FORTE

- ✦ Proficient in MS-Office including advance excel and competent with Accounting Software Tally ERP 9, Working Knowledge of SAP, Oracle based ERP software & CA office (Taxation Software).
- ✦ Certification in Computer Training under ICWA Regulations of 100 Hours.

## PERSONAL DOSSIER

Date of Birth : 7<sup>th</sup> August 1984

Languages Known : English and Hindi

Marital Status : Married

Address : Flat 102, Plot No 275, Vasundhara, Sector -1 Ghaziabad- 201012.