

AMIT KUMAR

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VISION & CAREER OBJECTIVE:-

Looking for a challenging career, where there is scope for demonstrations, always on a lookout for a positive & bigger outlook, thrive on Imagination & Passion, Sets levels & standards that exceed expectations **A Learner for Life.**

PROFESSIONAL EXPERIENCE:-

Bharti Airtel Ltd. is India's leading private sector telecommunications services provider of spanning Mobile, Fixed line, DTH, Broadband, Enterprise and Payment bank services.

❖ **Bharti Airtel Ltd., Gurgaon – Manager Finance - Global Partner Accounting (GPA)**

- **Process: Reporting of Indus & Infratel Site Accounting from May-2020 to till date**
Client: Indus Towers Ltd. & Bharti Infratel Ltd.
Team: 2 mates
- **Process: Reporting of Airtel's Owned Site Accounting from Apr-2019 to Apr-2020.**
Client: Mobile and Homes Individual Site Owners
Team: 5 mates
- **Process : Reporting of Other Tower Contract (ToCo) Accounting**
Client: Other Tower Companies i.e. ATC, RIL, ASCEND, GTL/CNIL, TVI etc. from Mar-2014 to Mar-2019.
Team: 5 mates
Primary Tools: Oracle R12

- Handled pan India accounting of above mentioned processes.
- Quality closure of monthly and quarterly Financials.
- Review of Provision Adequacy (Liability Creation/Actualization/Maintaining), and other schedules.
- Ensuring validity of Agreement covers for Provisioning, Payout and other purposes.
- Review of provision, actualization, Reversal (based on internal policies).
- Smooth closure of Statutory/Internal Audit, with nil or minimum observation.
- Preparation of performance list on monthly basis to keep tab on individual and team performance.
- Regular discussion with circles and other stake holders to understand the challenges & pain areas and working on improvement areas.
- Leading & directing team to ensure smooth & proactive monthly quarterly activities along with escalating issues to the notice of leadership.
- Foster good team work to ensure high level of motivation – create avenues for people development.
- Focus on 100% cross training for resources to create back up resources for smooth and accurate accounting.
- Fully Involved in GL monthly book closure and followed by quarterly Statutory Audits.
- Checking and monitoring the monthly integrity of clearing accounts and control accounts.
- Liaising and providing relevant financial information to external and internal auditors during the course of the audit.
- Making monthly provisions for expenses, monitoring & control of Opex for my part of Trial and reasoning for any type of variance, if any.
- Audit - coordinating with statutory & internal auditors with respect to above-mentioned job profile.

❖ **Bharti Airtel Ltd., Gurgaon**

- **Process : Payable Reporting – Strategic Vendor Accounting : IT and Central Call Centre Contracts**
Client: IT Companies along with Call Centre Contracts from May-2013 to Feb-2014
- **Process : Payable Reporting – Strategic Vendor Accounting : Central Call Centre Contracts:**
Client: Call Centre Companies from Jun-2010 to Apr-2013
Primary Tools: Oracle 11i

- Quality closure of monthly and quarterly Financials – IT and Call Centre Contracts.
- Provision Adequacy for IT and Call Centre Cost. Ensuring all Services and Agreement covered for Provisioning and Payout purposes.
- Actualizations of IT provision based on actual invoice booked.
- Call Centre Actualizations based on Invoice processed and Billing Reconciliation on monthly basis.
- Minimum Guarantee Actualization based on actual invoices processed & Billing reconciliation on monthly basis.
- Vendor Payout on Time for Call Centre and IT Processes.
- Review of AP-GL reconciliation and Clean-up of Creditors ageing (Liability).
- Vendor Reconciliations Review for IT & Call Centre and ensure the closure of Open Reconciliation Items.
- Smooth closure of Statutory/Internal Audit, with minimum SAD/SUD/ICM.
- Full compliance of Accounting Bulletin issued by Corporate Authorities.
- Monitor and report the Variances in Call Centre Expenses to the Management and circle reporting team on monthly basis so as to ensure expenses are within Annual Operating Plan (AOP) at all times.
- Handling the queries raised by various stake holder, i.e. Statutory Auditors, Circle BPA team, Circle Channel Team, Call Centre Partners & Inter department & other Internal stake holders.

❖ **Bharti Airtel Ltd., Gurgaon**

➤ **Process : Payable Reporting – Mobility Delhi Circle**
Client: Delhi Circle Payable Accounting
Primary Tools: Oracle 11i
Period: Jun-2005 to May-2010

- Ensure timely closing of AP module (Oracle 11i) on monthly basis.
- Ensure Provisioning of Opex expenses on monthly basis.
- Invoice Processing & payout against Capex, Network, Showroom rent and Sales & Marketing.
- Ensure Turn-around Time for all invoices processed during the month for all Opex items, as per Company policy.
- Prepare prepaid expense, Advance to vendors, AP-GL reconciliation, Creditor's aging schedules on monthly basis.
- Adhere compliance of Accounting Bulletins related to payable reporting, issued by top management.
- Report variances in Opex expenses to the circle management on monthly basis so as to ensure expenses are within Annual operating plan.
- Issuance of Debit / Credit Notes against all 33 entities on behalf of Mobility Delhi & Mo Corporate.
- Interunit Reconciliations Of 33 entities (Mobility Office as well as Delhi circle)
- Preparation & Submission of Schedule as per statutory audit requirement & calendar defined by APO.
- Scrutinize and ensure timely closing of AP module (Oracle 11i) on monthly basis.
- Ensure Provisioning of Opex expenses on monthly basis.
- Ensure Turn-around Time for all invoices processed during the month for all Opex items, as per Company policy.
- Prepare Cash flow and forecast on daily basis.
- Prepare prepaid expense, Advance to vendors, AP-GL reconciliation, Creditor's aging schedules on monthly basis.
- Adhere compliance of Accounting Bulletins related to payable reporting, issued by top management.
- Report variances in Opex expenses to the circle management on monthly basis so as to ensure expenses are within Annual operating plan.

❖ **M/s Bhambri Chopra Pushkarna & Associates,**

➤ **Process : Accounts Payable Reporting – Mobility Delhi Circle**
Client: Bharti Airtel Ltd. (Bharti Cellular Ltd.) from Feb-2003 to Jun-2005
Primary Tools: Oracle 11i

- Invoice Processing/Payment (Capex, Opex & Employee) for Mobility Corp/Mo Delhi/Mo UP West & Mo UP East Circles.
- Reconciliation of Major vendors of Mobility Corp/Mo Delhi/Mo UP West & Mo UP East Circles.
- Interunit Reconciliation of all circles with Mobility Corporate and Mo Delhi circle on monthly basis.
- Coordinating with internal and external auditors along with Supervision of Accounts Payable team.

❖ **M/s SACRED Constructions Pvt. Ltd. (Civil Contractor),**

➤ **Process : Accounts Assistant**
Client: Delhi Metro Rail Project, Mall Road – Delhi
Primary Tools: Tally, MS –Office & DTP
Period: Nov-2002 to Feb-2003

❖ **M/s R.P. Singh & Co. Pvt. Ltd. (Civil Contractor)**

➤ **Process : Accounts Assistant**
Client: Construction Projects, Delhi
Primary Tools: Tally, MS –Office & DTP
Period: Sep-2001 to Oct-2002

ACADEMIC QUALIFICATIONS:-

- Graduation: 1996-1998 – Delhi University, in Commerce Stream,
- Senior Secondary: 1995-1996 - CBSE Board, in commerce stream.

ADDITIONAL QUALIFICATIONS:-

- Passed One Year Certificate Course in Tally, MS-Office & DTP from Computer Graphics Technology, Delhi.
- Good working knowledge of Oracle Financial 11i & Oracle Financial R-12.

PERSONAL DETAILS:-

Date of Birth : 15th Jun 1977
Son of : Sh. Laxmi Narayan
Languages Known : English, Hindi
Passport Details : T6042705

INTERESTS & ACTIVITIES:-

: Singing Hindi Songs
Listening Music
Watching Movies
Making Friends

(AMIT KUMAR)