Arun Kumar Mishra

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**A hard working and energetic person with a flair for learning, looking forward to prove myself in the corporate world. Working in your organization will be a great honor for me.**

PROFESSIONAL EXPERIENCE

* Working as Head of Accounts & Finance with Sitapur Eye Hospital Trust Sitapur since Sep 17 to till now.
* **Company Profile:** Sitapur Eye Hospital has been a leading eye Hospital of North India since 1935. Established originally in 1926, it has been serving with more than 80 years of excellence. Originally founded by Dr. M.P. Mehray, a 2500 bedded healthcare group with 32 branches across Uttar Pradesh and Uttaranchal.
* **Job Profile &Key Responsibility areas include**:
* Handling all accounts activity of accounts of HO and also maintaining other 32 branches working in Uttar Pradesh and Uttaranchal.
* All type of Audit compliances Government audit conducting from AG and CAG department and internal audit also.
* Yearly preparation of budgets and funds allocate to other branches.
* Monitoring all sales, and purchase.
* Looking after the accounts receivable & payables of the company.
* Review of vendor reconciliation statements.
* Responsible for all hospital accounts.
* Monthly reconciliation of Bank Accounts.
* Responsible for taxations filling of e-TDS returns, TDS Compliances in filling of Annual and Quarterly e-TDS returns for tax deduction on payments to Contractors, Professionals, Rent, and Commission.
* GST return compliances.
* Worked with Raj Milk Pvt Ltd from Feb 17 to Aug 17
* **Company Profile**: The Company has the presence in the field of Dairy Industry, managed by the team of professionals, and is indulged in the activity of procurement of milk, processing packing and distribution in markets of Uttar Pradesh.
* **Job Profile &Key Responsibility areas include**:
* Monthly preparation of budgets and funds allocation and disbursal.
* Monitoring all sales, procurement, payments and collections.
* Looking after the accounts receivable & payables of the company.
* Review of vendor reconciliation statements.
* Responsible for managing & maintaining all Loan A/C, CC A/C
* Reconciliation of Bank Accounts and Customers Accounts
* Responsible for taxations filling of e-TDS returns, TDS Compliances in filling of Annual and Quarterly e-TDS returns for tax deduction on payments to Contractors, Professional, Rent, and Commission.
* Monitoring of day to day accounting.
* Worked with UPSRLM (Uttar Pradesh State Rural Lively Hood Mission ) from October -2015 to Jan-2017
* **Company Profile**: The Organization aims at forming Self Help Groups of Poor Rural Women and ensures a means of earning livelihood by them through promoting various activities undertaken by them. The organization imparts training to these groups and equip them for their sustainability.
* **Job Profile &Key Responsibility areas include**:
* Co-ordination with all thirty one Financial Management and Technical Support Agency members deputed at the respective Intensive DMMU’s and follow-up for the regular information sought from them.
* Passing all the entries in the Tally software and due verification of the same after considering component heads as prescribed by the NMMU and the relevant files through which the same is approved
* Preparation of the Statement of Expenditure (SOE) of SMMU and compilation of SOE of all DMMU and providing the figures to NMMU and respective authorities.
* Preparation of the quarterly Interim Unaudited Financial Report (IUFR) of SMMU and compilation of SOE of all DMMU and providing the figures to NMMU and respective authorities
* Preparing of TDS returns at the end of each quarter
* Follow-up of work done of all FMTSA members at the districts, attendance sheets and other reports and information as called from time to time
* Compilation of the closing balances (fund transferred) as shown in the SGSY closure reports by the respective districts
* Preparation of Bank Statement and Reconciliation Register
* Worked with Purica Foods Pvt Ltd Ltd from April-2012 to Sep-2015
* **Company Profile**: The company has the presence in the field of Dairy Industry, managed by the team of professionals, and is indulged in the activity of procurement of milk, processing packing and distribution in markets of Uttar Pradesh
* **Job Profile &Key Responsibility areas include**:
* Co ordination with 200 Village Collection Centre’s located in the territory of Unnao UP for procurement of Milk from farmers.
* Monthly preparation of budgets and funds allocation and disbursal.
* Looking after the accounts receivable &payables of the company.
* Preparation & review of vendor reconciliation statements.
* Invoice Booking of Capital Nature (Capex).
* Responsible for managing & maintaining all Loan A/C deposit A/C
* Reconciliation of Bank Accounts and Customers Accounts
* Preparation & filling of e-TDS returns, TDS Compliances in filling of Annual and Quarterly e-TDS returns for tax deduction on payments to Contractors, Professional, Rent, Commission.
* Day to day accounting.
* Assisting my senior in audit related issues.
* Worked with M/s Sandeep Saxena & Co Lucknow from Oct 2010 to till March 2012 designated as Project Incharge.
* **Company Profile:** The organization is a firm of Chartered Accountants, providing solutions in the field of business process Management & Audit to GSM telecom operators in North India.
* **Job Profile & Key Responsibility areas include:**
* **Responsibilities: Tata Teleservices Ltd , Airtel , Indus Tower,**
* Monthly/Quarterly Reconciliation of Cell Sites for UP(E) (W) & Uttranchal, Circle
* Monthly Cwip Allocation of Tata Teleservices Ltd Punjab Circle.
* Quarterly Stock Reconciliation of Tata Teleservices Ltd UP (E), (W) Circle.
* Management & Reconciliation for cell sites Physical Verification for UP(E) (W) &Uttaranchal,
* Circle Management of Customer Identification Form (CIF) for Tata Teleservices UP East
* Management of Receipt Books for Tata Teleservices UP East, UP West, Haryana and Punjab
* Worked with Tata Teleservices Ltd from July-2007 to Sep-2010
* **Company Profile:** The Company is a GSM Operator providing Telecom Services PAN India.
* **Job Profile & Key Responsibility areas include**:
* Preparation of IUC bills for UP East Circle.
* Responsible for IUC and site sharing collection for the Circle.
* CDR reconciliation with BSNL and other private operators.
* Regulatory Compliance, submission of AGR and License fees.
* AGR Audit and DOT Compliance.
* Financial Bank Guarantee submission and BG calculation for DOT and BSNL
* Liasioning with BSNL (NTR & IOBAS) for payments realization and dispute resolution.
* Responsible for refund for Postpaid and PCO subscribers.
* Worked with Tech Mahindra Ltd as Circle Co-ordinator for BSNL- IQBAS UPE from November2005 – June 2007
* **Company Profile:** Tech Mahindra is a leading KPO, specializing in Finance & Accounting processes
* **Job Profile & Key Responsibility areas include:**
* Billing for BSNL thru IOBAS Billing System (Inter Operator Billing and Accounting System of POI’s). Key Responsibility areas were:
* Coordinating with entire UP (E) TAX’s Level -I and II for sending on line CDR(Call Detail Records) Data for processing CDR at M/s Tech Mahindra Ltd Pune (IOBAS) for BSNL & Privates parties for the generation of the different POI Bills (UASL,CMTS.NR INR etc) of the all private operators in BSNL U.P. (East) SSAs & NTR Circles .
* Transfer of raw CDR’s, monitoring and correction of the TGP/errors records at TAX level and also in the processed data from IOBAS.
* Liasioning between the BSNL and the different privates parties in connection with the Billing and accounting and extending support concerned Telephone Exchanges.
* Implementations of IUC regimes for the all SSA as well as for Level-I TAX from the particular TAX to FTP Server.
* Routine maintenances of the all POI Bill records. The nature of job involves the realization of the POI revenue from the BSNL to different private operators, as well as BSNL.

**Academic Qualification**

Master of Arts (2002) : C.S.J.M University Kanpur

Bachelor of Arts (2000) : C.S.J.M University Kanpur

**PROFESSIONAL QUALIFICATION**

MBA – Finance (2009) : Sikkim Manipal University

PGDCA (2004) : NDUA&T, Faizabad

**ACCOUNTING WORKSHOP:** Completed 3 days’ workshop conducted by Institute of Financial Management Training and Research (IFMTR) on the subject of journal accounting rules, PFMS and RTI.

**PERSONAL**

Father’s Name : Sri Raj Kishore Mishra.

Date of Birth : 2nd June 1978.

Marital Status : Married.

Nationality : Indian.

Language : English, Hindi.

Hobbies : Making Net Friends and Phone Friends.

Date:…………….

Place:…………….  **Arun Kumar Mishra**