**MAYUR JAIN**

Flat No- T-21J, BPTP Elite Floors, Sector-75, Faridabad

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**FINANCE/ ACCOUNTS/ AUDIT PROFESSIONAL**

Keen to have a challenging and performance-oriented career with an organization which recognizes my true potential and provides me sufficient avenues for professional growth in the field of Finance, Accounts and Audits across the industry.



**SUMMARY OF SKILLS**

Hardworking and dynamic professional with diverse experience of more than 6 Years in Finance & Accounts, Credit Analysis, Taxation, Audits, Bank Reconciliation, Preparation of Financial Statements & Balance Sheets, Statutory Compliance, MIS and General Ledger accounting.

**Core Competencies**

Accounting, Cash & Fund Flow Management, Budgeting, Taxation, Internal/External Audit Forecasting, Reporting & Analysis, Bank Reconciliation, Accounts Finalization, Statutory Compliance, Credit Control Administration, Asset Management, Cross Functional Coordination



**WORKING EXPERIENCE**

**(A) MUDRAKSHI HYTECH INDIA PRIVATE LIMITED**

***(MANAGER FINANCE & ACCOUNTS)***

*(September 2020 to till date)*

* Handling Finance & Accounts team of more than 6 people.
* Dealing with finance requirement at PAN India Locations to our Engineers and Managers.
* Liaising with Bank for New Project Finance/loan & Related Papers.
* Reconciliation of Accounts, Payment, Debtors Receivable, Accounts Payable, Loan Repayments, Statutory Payments, Salaries, etc.
* Preparation of MIS reports related to Receivable and Payable.
* Cash Flow & Fund flow Management.
* Import Purchases Handling and proper entry in books of accounts.
* Stock statement preparation, DP Calculation and handling of stock along with their valuation as per the accounting standards.
* Bank Guarantees handling and preparation of margin data like validity, handling any revocation etc.
* Preparation of Salary and employee benefits data.
* GST Guidance and checking of reconciliations. Waybill guidance and checking.
* CMA Data analysis for Bank Loan.
* Preparation of Financial Statements & liaising with Auditors for smooth & error free audit.

**(B) M INTERGRAPH SYSTEMS PVT. LTD.**

***(ASST. MANAGER FINANCE & ACCOUNTS)***

*(August 2017 to August 2020)*

* Cash flow and fund flow management planning, discussion of the MIS with CEO to ensure proper utilization of the funds.
* Formation of Budgets & convey to sales & service heads for requirement of money in near future.
* Stocks register maintenance & inventory controlling by ensuring cut off procedure and properly accounted in our books of accounts.
* Fixed asset register maintenance.
* Bank guarantee (both security bid & performance) arrangement for Govt Tenders & orders.
* Billing handling for Good and AMC, dispatching and stock report, E-way bills preparation
* Monthly reconciliation of companies deposits with the banks (in the form of FD, EMD, security deposits) and interest earned thereon
* Management and administration of multiple statutory acts including companies act, GST, income tax act & banking regulation act.
* Preparation of tax returns on or before the due dates.
* Administration of debtor’s receipts and follow ups with the collection team.
* Assisting the credit control department for payment follow ups from the customer.
* Assisting the statutory auditor in finalizing the Financial Statements of the Company
* Banking related work and credit arrangement

**(C) MOHTA GUPTA & ASSOCIATES (CHARTERED ACCOUNTANTS)**

**(INTERNAL AUDITOR AT RENOWNED AND MULTIPLE CLIENTS)**

*(December’ 2015 to August 2017)*

* Closely looking over the operations of the company & communicate any misappropriation with the top management, Financial planning and fund management
* Billing handling, Stocks register maintenance & inventory controlling.
* Checking the timely filing of tax returns.
* Provision of Income tax payable & advance tax payment calculation on time
* Creditors balance for both International suppliers & domestic suppliers, amount of custom duty charged on import & foreign fluctuation incorporated in accounts correctly
* Ensure that Monthly fixed expenses like Credit card payments, Telephone payments, electricity payment, Insurance payment, rent payment, professional charges are paid on time without any penalty
* Preparation of Salary structure & monthly checking of salary sheet along with proper deduction of any advance taken, leave deduction, TDS deduction, PF/ESI deduction, professional tax deduction etc.
* Fixed asset register maintenance.
* Monthly reconciliation of companies deposits with the banks (in the form of FD, EMD, security deposits) and interest earned thereon
* Cash & cheque book management, Bank reconciliations
* Any advance to supplier and time log between the payment and time when the services by the supplier get started
* Payment Management of Government dues on or before due dates.
* Staff impress system & check whether any other payment is made over and above impress not accounted in books
* Staff loans & advances and time for which the advance has been given

**EDUCATIONAL CREDENTIALS**

* **MBA in Finance (PGDM), 2020**

Welingkar Institute of Management Development & Research, Mumbai

* **C.A. (Intermediate) & ATC, 2011**

The Institute of Chartered Accountants of India (ICAI)

* **B. Com (P) ,2013**

Delhi University

* **Intermediate, 2010**

Tagore Academy Public School

* **Matriculation, 2008**

Tagore Academy Public School

**TRAININGS ATTENDED**

* Computer Training of 100 hrs. From ICAI Branch, Faridabad.
* Orientation Program conducted by ICAI for developing the personalities of the young bloods entering into the Profession to become a Chartered Accountant.

**ACADEMIC ACCOLADES**

Awarded with 1st rank in Pareeksha Examination (Business Studies) in 12th Standard

