|  |  |
| --- | --- |
| **RAJIV KUMAR KESHRI** | E.mail : rajivekeshari007@gmail.comContact nos. +91 9840033932 (M) |

|  |  |  |
| --- | --- | --- |
|  | **Brief Summary** |  |

Over 11.5 years post Qualification + 3 Year of Article ship of cross-functional experience in Statutory Audit, Tax Audit, Internal Audit and Taxation, Excellent analytical and organizational skills.

**-Variance Analysis - Forecasting -Consolidation**

**-MIS Reporting -Budgeting -Financial Planning**

**-Team Management -GL Accounting -Taxation.**

|  |  |  |
| --- | --- | --- |
|  | **Employment Scan** |  |

**SES Energy Services India Pvt Ltd (Superior Energy Services)**

IGAAP and US GAAP Accounting and Reporting

**Role: Manager Finance & Accounts** (From Oct '2018 – Till date)

Leading a team of 4 Members

* Responsible for Accounting & finance function, (A/R, A/P, Fixed Assets cycles, IC & GL).
* Finalization of Accounts preparation of final FS for Ready to Audit.
* Responsible for Statutory Audit, Tax Audit, Transfer pricing Audit and Tax Return for all the entity.
* Ensure all statutory compliances (TDS, GST, P.Tax, ROC compliance etc.)
* Monthly Forecast, Annual Budget preparation, Analysis and discussion.
* Monthly Cashflow with realistic figures.
* Analysis and discussion MOM variances.
* Providing support in timely preparation and submission of US Tax Return.
* Monthly, Quarterly and Annual tax computation.
* Provide support in closure of Transfer price litigation, Income Tax Assessment, GST Audit..
* Secretarial compliances.
* Intercompany Transaction and Reconciliation.
* Insure timely book closure and Error free Monthly/Quarterly/Annual reporting on USGAAP and IGAAP..
* Accountable for Fixed Assets register and reconciliation with GL on Quarterly basis.
* Ensure that Systems and Procedures relating to Procurement, Payroll, Fixed Assets, Cash, and Bank etc. are complied with.
* Annual IFC Audit and SOX Audit (Process Flowcharts & Risk/Controls Matrix preparation and discussion).

***Achievements***

* Streamline Month closure process, Accrual Process
* Month closure and MIS reporting with more accuracy and ahead of cutoff time.
* Fixed Assets Register and FA physical count process improved.
* Controls implemented for better control over month closure and error free monthly reporting’s.
* Ensure all the Statutory compliance are complied with.

**E4e Healthcare Business Services Pvt. Ltd (Chennai)**

IFRS, IGAAP and US GAAP Accounting and Reporting

**Role: Manager Finance & Accounts** (From May '2016 – Sep ‘2018)

Leading a team of 5 Members

* Responsible for Accounting & finance function, (A/R, A/P, Fixed Assets cycles & GL)
* Finalization of accounts and consolidation process of Financials of Different countries (USGAAP, IGAAP & IFRS).
* Ensure all statutory compliances (TDS, Service Tax, STPI, Vat etc.)
* Responsible for Computation and review of Income Taxes for various entities.
* Providing supporting in timely preparation and submission of US Tax Return.
* Responsible for timely completion of Tax Audit, Statutory Audit (USGAAP & IGAAP) for various entities and Transfer pricing Audit.
* Manage Hedging and Funding requirement.
* Monthly External reporting (Banking requirements, STPI etc.)
* Monthly, Quarterly and annual tax computation.
* Provide support in closing Transfer price litigation with IT department.
* Intercompany Transaction and Reconciliation.
* Insure timely book closure and monthly/Quarterly/Annual reporting.
* Maintain and update Fixed Assets register and reconciliation with GL on Quarterly basis.
* Ensure that Systems and Procedures relating to Procurement, Payroll, Fixed Assets, Cash, and Bank etc. are complied with.
* Preparation and updating Work Instruction and training team members.
* Leading a team of 5 members.

***Achievements***

* Streamline Month closure process, Accrual Process
* Month closure and MIS reporting with more accuracy and ahead of cutoff time.
* Fixed Assets Register were reprepared for last couple of years and physical count were conducted for better control.
* Ensure all the Statutory compliance are complied with.

**Shell India Market Pvt. Ltd (Chennai)**

Tax Accounting, Compliance and Reporting - MDT

# Role: Specialist (From June '2012 – May 2016)

* Involved in Preparation of Tax Return for upstream, downstream and corporate entities. (Some of the major entities were SOI, SENA, SGOMI, SDRI, CRI Catalyst Company LP, Criterion Catalysts & Technologies LP, Shell Pipeline Company LP, Shell US Gas & Power LLC, Shell Gas Gathering Corp etc.)
* Advance Tax Computation and Advance Tax Payment.
* Preparation and Review of Monthly/Quarterly Tax Provisioning.
* Computation of Tax adjustment entries relating to IDC, Depreciation, PLH, NPLH, and employee related expenses etc.)
* Deliver accurate and timely tax accounting, reporting and compliance activities.
* Coordinating with FA Team, Preparation of A202 summary, Mid Quarter test analysis and reporting for all the entity (Upstream/downstream and corporate).
* Involved in below mentioned projects:

Tax Accounting and Compliance Integration

Analysis of accumulated deferred tax balance.

Computation/calculation of Tax Basis for all the CFC entity.

* Comply to Shell Group records management & Information risk management procedures and manage the working papers and supporting documentation.

***Achievements in Shell***

* Many a time appreciated and recognized for good Stake holder management, Time management, multi-tasking and collaboration.

**PriceWaterhouseCoopers (PwC)–Chennai,**

**Division - Statutory Audit**

**Role: Associate (May 2011 – June 2012)**

*(****Client handled*** *- Blue Dart Express Ltd, JCBL Marrel Tippers Private Ltd, Modine India Private Ltd., Balaji Distilleries, Rane NSK Steering System ltd, Tractor and Farm Equipment private ltd. (TAFE), Allison Transmission India Private Limited, Shell India Market Pvt Ltd)*

* Engaged in Testing of Design and Implementation and Operating effectiveness of controls.
* Involved in Audit planning, Coordination with the team.
* Performing SOX 404 Audits.
* Performed Substantive, Test of detail and Controls-based audit testing.
* Working under given tight deadlines for various assignments.
* Handling audits with reporting requirements per US GAAP/ IFRS.
* Financial statement review and referencing ' GAAP disclosure and SEC compliance checklists '.
* Handling and managing multiple clients at a time.

**Sudarshan Telecom, Mysore (A Division of the West Coast Paper Mills Ltd.)**

**Role: Asst. Manager: Asst. Manager (Accounts)**

**Leading a team of 4 Members. (2010- 2011)**

* Preparation of MIS and Annual Budget.
* Responsible for Monthly/Annual Stock valuation.
* Responsible for Product costing for Customer quotation.
* TDS Quarterly Return Filing.
* Responsible for Income Tax, VAT, Service Tax Return Filing.
* Issuance of TDS Certificate ( Form 16 & Form 16A)
* Review of Employee’s Leave Records.
* Review of Monthly & Annual PF Return.
* Work together with Auditors for Preparation & Finalization of Books of Accounts.
* Responsible for the implementation of agreed upon recommendations from the audit findings

**M/S Dhandhania & Associates,**

**Chartered Accountants, Kolkata. (2006-2010)**

**Role: Audit Assistant**

**Major assignments were Internal Audit/Statutory Audit/Tax Audit**

*(****Client Handled****- Assam Tea Co., Jayshree Tea Estates, South Asia Petro chemical, Dhanseri Tea Estate, Bangur group etc.,)*

* Plan and Prepare financial, compliance or operational Audit plan.
* Exploring all the accounting reports and financial analysis.
* Review of profit and loss encountered by the company.
* Analysis and conclude effectiveness and efficiency of control environment.
* Identify control gaps and opportunities for improvement.
* Compiling and presenting reports, budgets, business plans, and commentaries.
* Identify loopholes and recommend risk aversion measures and cost savings.
* Maintain open communication with management and audit committee.
* Assess, evaluate and promote compliance to internal policies.

**ACADEMIC CREDENTIALS**

* **Chartered Accountant** from ‘ICAI’ in November 2010.
* **Company Secretory “Inter”** from ‘ICSI’, Passed Both Group in June’10 with 60% Marks
* **B.Com** from S.K.University, Dumka in 2002 with 63% Marks.
* **Certification course in IFRS** from ICAI – Passed in June 2016 Term.
* **Certification course in International Taxation -** Undergoing

**IT SKILLS**

* Diploma in computer application (MS office)
* Junior grade in typing (English)
* Accounting software : Tally, ERP, AXE, & SAP

**PERSONAL DETAILS**

Address : Rustomjee Azziano, J1601, Thane, 400601

Contact Number : +91 9840033932

Date of Birth : 21-11-1980

Preferred Location : Geographically viable.

Marital Status : Married

Preferred Location : NA