**CA Vijay Kumar Bansal**

***Chartered Accountant***

***+91-7669708832***

***cavijaybansal92@gmail.com***

***Synopsis- I am a qualified Chartered Accountant with 3 years post qualified experience and overall 8 years’ experience in the field of Auditing, Accounting, Direct & Indirect Taxation and Team Management.***

**Career Objective:**

To find a suitable position in the organisation and strive to achieve more professional responsibilities by utilizing my skills and attitude, working towards excellence in delivery of service in an environment that promotes continual upgrading of knowledge and skills.

**Profile Snapshot:**

• Finance & Accounts professional with over 7 years of experience

• Rich experience in entire gamut of accounting & finance operations entailing preparation & maintenance of statutory books of accounts and administering the finalization of year-end financial statements

• Excellence in monitoring cash flows and ensuring that funds are arranged in the most cost effective manner after projecting accurate cash forecast ensuring that there is no shortage of cash in hand

• Track record of overseeing financial statements including trial balance, bank reconciliation reports, profit & loss account, age-wise accounts payables & receivables statements and balance sheets

• Gained exposure in GST (Goods and Service Tax) (Including registration, return preparation, return submissions and compliances with authorities), preparation of quarterly TDS Returns (Salary & Non-Salary) and Individual Tax Returns

• Effective leader with excellent motivational skills to sustain growth momentum while motivating peak individual performances

**Professional Experience:**

**Articled Assistant from April 2012 to March 2015 at Prasad Kumar Agarwal & Associates**, a reputed Chartered Accountants firm in Agra. Specializing in audit of corporate & non corporate entities, non-profit organizations and Tax planning.

**Statutory Audits:**

* Punjab National Bank (Nationalized Bank)
* Canara Bank (Nationalized Bank)
* Various Private Limited Companies
* Other Various Firms

**Internal Audits:**

* Fabindia Overseas Pvt. Ltd.
* Indian Institute of Mental Health ( Agra Mansik Arogyashala)
* Jal Sansthan
* Agra Nagar Nigam
* Agra University

**Accounting Work:**

* Preparation of Financial Statements of Jal Sansthan, Agra Nagar Nigam, Agra University etc.
* Preparation of accounts of Various Petrol Stations and organisations.
* Finalisation of Financial Statements of Various organizations.

**Task performed in various audits:**

* Vouching of Transactions- cash, purchase, sales, journal and other Accounting Records
* Physical Stock taking and verification
* Scrutiny of ledgers and various accounting records & finalisation of annual accounts
* Reconciliation of advances between control accounts and subsidiary records
* Checking of calculation of commission, interest, taxable salary, and tax deduction at source (TDS) On salaries
* Legal Compliance ( VAT, Service Tax)

**Other Assignments:**

* Registration for GST of various entities
* Preparation of Income tax returns of Individuals, HUFs, Private ltd companies and various Trusts
* Preparation of service tax returns of individual, HUFs and private ltd companies
* Assisted in preparation of Project finance reports
* Preparation and finalisation of accounts of various companies and non-profit organizations

**Job Experience:**

**Finance and Taxation Manager from May 2016 to present at RCC Infraventures Limited**. Super Specialty (SS) class Public Limited Company executing construction **Metro, highways** and various other defence project of high value.

**Key Result Areas:**

* Heading finance functions, determining financial objectives, designing & implementing systems, policies and procedures to facilitate internal financial control
* Supervising the preparation of monthly financials, evaluation of projects based on cost benefits analysis to arrive at its financial and commercial feasibility
* Monitoring preparation of statutory books of accounts, bank reconciliation and consolidated reports in compliance with time & accuracy norms
* Administering financial statements including trial balance, profit & loss accounts, age-wise accounts payables & receivables statements and balance sheets
* Determining financial objectives and designing & implementing systems, policies & procedures to facilitate financial control; guiding preparation of cash flow & bank reconciliation statements
* Implementing systems, procedures & manuals for preparation & maintenance of statutory books of accounts & financial statements and ensuring compliance with the statutory requirements
* Overseeing administration of the department and maintaining coordination between various internal departments for smooth functioning
* Coordinating with the team for sending the MIS report to head office on daily basis, also for manpower planning, recruitment, induction, exit interviews & ensuring cultural fit
* Managing payroll processing function involving computation of salaries, attendance, leave, fixed & variable entitlements and filing of Income Tax, PF, TDS and other statutory returns
* Preparing internal & statutory audit schedules on quarterly and yearly basis
* Computing & arranging for timely deposit of taxes (Income Tax, GST, TDS); filing the returns for timely completion of assessment and ensuring statutory compliance
* Handling preparation of MIS reports and reconciliation statements as well as undertaking analysis for key indicators to assist top management
* Preparing the personal files, cash & fund flow statement, balance sheet, audit reports, sales invoices, debtors’ reconciliation and other financial reports to keep track of financial performance
* Regularly liaised with senior parties at clients to discuss issues.

**Skill Set :**

* Financial Control / Analysis
* Accounts Management
* Financial Planning and Analysis
* Payroll Accounting
* Finance
* Accounting and Administration
* Cash Management
* ERP Implementation
* Bank Reconciliation

**Core Competencies :**

* Strong analytical and problem solving skills.
* Excellent knowledge in handling Accounting system.
* Good command in applying fractions, percentages, ratios and proportions.
* Strong ability to use an automated accounting system.
* Good communication skills.
* Self motivated with high level of energy

**Educational Background:**

* Did 5 years CA program from ICAI in year 2017.
* Completed B. Com from Agra University with 67%.
* Passed higher secondary from MD Jain Inter college with 80%.

**Technical Skills & Certification :**

* Tally ERP .9
* M S Office
* Internet Operations
* Basic Knowledge of SAP
* 100 hours I T Training , ICAI
* Orientation Training, ICAI
* GMCS course, ICAI

**Personal Information :**

**Father Name :** Shri Jay Prakash Bansal

**Mother Name :** Smt. Gudiya Bansal

**Date of Birth :** 10th of June, 1992

**Address :** S-39, Meenakshi Puram, Karmyogi Enclave

Kamla Nagar, Agra, Uttar Pradesh-282005

**Languages :** Hindi, English