**CAREER OBJECTIVE**

Seeking senior level assignment in accounts & finance with a growth oriented organization. To attain greater heights with the use of my skill, knowledge and experience along with value addition to the organization as well as to my personality.

**PROFESSIONAL EXPERIENCES**

**December 2013 to Till Date**

* Karuna Jain & Co (Chartered Accountants)-Auditing Firm Based At Lucknow U.P. India as a Working Partner.

**Job Responsibilities:**

* Responsible for Auditing work, Taxation Work (GSTRETURNS AND GST AUDIT, TDS, ITR AND TAX AUDIT) and Accounting work, ROC work and Statutory Work of different clients.

**Jan 2011 to Nov 2013**

* Amrit Feeds Limited Kolkata.

(Manufacturing of Animal Feed , Plant based at Lucknow)

* Working as a Sr Manager Accounts & Finance.

**Job Responsibilities:**

* Responsible for overall accounting of the factory Located at Lucknow in U.P, its includes day to day operational activity, Sales Accounting, Raw Material Accounting ,Contractors Accounting ,Suppliers Accounting ,Inventory Accounting, Debtors Accounting, Fixed Assets Accounting, Depreciation Accounting etc.
* Responsible for timely completion of audit of annual accounts
* Responsible for preparation of all MIS reports.

**May 2010 to Jan 2011**

* KR Pulp & Papers Ltd. Shajhanpur U.P.

(Manufacturer of Paper)

* Working as a Manager Accounts.

**Job Responsibilities:**

* Responsible for overall accounting of the factory ,its includes day to day operational activity,Sales Accounting, Raw Material Accounting ,Contractors Accounting ,Suppliers Accounting ,Inventory Accounting, Debtors Accounting, Fixed Assets Accounting, Depreciation Accounting etc.
* Responsible for Excise audit and monthly reconciliation of Excise.
* Responsible for Accounting of Import..
* Responsible for timely completion of audit of annual accounts
* Responsible for preparation of all MIS reports.

**September 2008 to May 2010**

* JK Sugar Ltd Mirganj Bareilly U.P.(A plant of JK Organization Manufacturing Sugar & allied products i.e. Fertilizer, Molasses, and Generating Power for captive consumption and for Export purpose)
* Working as a Dy. Manager Accounts.

**Job Responsibilities:**

* Responsible for overall accounting of the factory ,its includes day to day operational activity, Sales Accounting, Raw Material Accounting ,Contractors Accounting ,Suppliers Accounting ,Inventory Accounting, Debtors Accounting, Fixed Assets Accounting, Depreciation Accounting etc.
* Responsible for monthly/Quarterly accounts preparation, Quarterly result preparation for publishing, Finalisation & Analysis of annual accounts.
* Responsible for timely completion of audit of annual accounts & Limited review for Quarterly result.
* Responsible for accounts preparation of power division its profitability and all reporting.
* Responsible for preparation of all MIS reports.
* Revenue and Capital Budgets preparation and their monitoring.
* Costing of Sugar & Power, Costing System Development,Budgetary Control.
* Project Works for Expansion.

**October 2006 to Sep 2008**

* Kesar Enterprises Ltd., (A Sugar, Distillery and Agrotech unit of Kilachand group), Baheri, Bareilly, U.P.
* Asst. Manager Accounts (Reporting to G.M. Seed & Finance)

**Job Responsibilities:**

* Maintenance of financial accounts of Agrotech Division.
* To prepare and submit monthly financial statements.
* Ensuring preparation of stock records and stock statements.
* To prepare the daily cash & bank flows,
* To prepare the monthly cash flow projections.
* To prepare the budgets and other MIS
* Ensuring deduction of Tax at source wherever required and depositing same in time as required under relevant tax laws including Sugar Division.
* Submission of periodical sales/ trade/ purchase/ TDS/ other tax Returns within defined time.
* Participate in trade negotiations as and when required with suppliers/vendors.
* Management of Internal/Statutory/Tax Audits of Agrotech Division.

**June 2004- October 2006**

* Shakumbari Sugar and allied Industries Ltd, Saharanpur (Sugar & Distillery)
* Dy. Manager Accounts in fully computerized environment (ERP software).

**Job Responsibilities:**

* Maintenance of Financial Accounts of Distillery Division and preparation and submission of monthly Financial Statements.
* Preparation of Daily Cash & Bank Flows,
* Preparation of Budgets and Other MIS
* Ensuring deduction of Tax at source wherever required and depositing same in time as required under relevant tax laws including Sugar Division.
* Submission of periodical Sales/Trade/Purchase/TDS/Other tax Returns within defined time.

**QUALIFICATION DETAILS**

**Chartered Accountant**

From Institute of Chartered Accountant of India.

Year of Passing: 2004

 **Certificate course of Concurrent Audit**

From Institute of Chartered Accountant of India.

Year of Passing: 2015 -150th Batch

**Certificate course of GST**

Year of Passing: 2020

**L.Lb.**

University: Lucknow University, Lucknow

Year of Passing: 2003

**Graduation**

University: Lucknow University, Lucknow

Year of Passing: 1996

**OTHER KNOWLEDGE**

* Training course on Article Ship Done from M/s Yashpal Sahu and Associates (Chartered Accountants**),** Lucknow**.**
* Good command over MS Word, Excel, WS

**PERSONAL INFORMATION**

Father’s Name :Late Dr. Nawal Kishore

Date of Birth : November 3, 1975

Marital Status : Married

Contact Number : 08601560230, 8604083159

SKYPE ID : aok\_kumarvaa@rediffmail.com

Passport : Valid Till 2024

Experience : Post Qualification experience 16 Years Approx.

Declaration: I hereby affirm that all the information given in this resume is correct in my knowledge and if any misleading information is found, I will be responsible for the same.

 Your’s sincerely,

Date01/06/2021

Place: Lucknow (Alok Kumar)

