**G. P. SINGH**



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 **PROFESSIONAL GOAL**

To be adept in developing & streamlining systems with proven ability to enhance operational effectiveness and meet operational goals with cost, time & quality parameters.

 **SYNOPSIS**

* Accounts Management of Group - Accounts Receivables, Accounts Payables, Commercials and Financial Management ensuring compliance with the financial policies and procedures.
* MIS- Producing Accounting and Financial reports adhering to prescribed deadlines.
* Budget Development and Tracking (Forecasting, variance Analysis, Project profitability assessments).
* Facilitating Internal Audits, Statutory Audits and other departmental Inspections.
* Liaising with tax advisors, legal advisors, auditors, Labour Departments, Other Administrative Depts.
* ERP Deployment, Customizations, Supervision and control.
* Periodic Reports, Financials statements, Consolidation and Balance Sheet Finalization.
* Statutory compliances.
* Writing and editing SOPs of various accounting process and/or activities.
* Training, Team Development, Assessment and Team Management.

 **CAREER CONTOUR**

**Solar Group, Manager Accounts & Finance (July 2011 till date)**

**Roles & Responsibilities**

* Head the Accounts Division and monitor day to day accounting activities.
* ERP Deployment, Customizations, Supervision and user access control.
* MIS and periodic updates to the finance/project heads, CEO and CMD of the group in relation to Fund Planning, Budgeting, Analysis, MIS.
* Handling the aspects of financial management-Budgeting, forecasting, variance analysis, and annual operating plans etc. Review project profitability for the company in line with budgets.
* Monthly closing and finalization of financial statements for all Entities/Sites. Establishing checkpoints for accruals accounting and internal controls.
* Responsible for follow up on account of various collections, accounts receivables and commission reimbursement to the concerned.
* Managing & Handling AP & AR, Reconciliations, Reimbursements and other claims.
* Liaising with government departments i.e. GST, Income Tax, TDS, VAT & Service Tax, DGFT, Banks & FIs, Electrical Departments, Corporations and other administrative authorities; and also at negotiation with private vendors i.e. Telecommunication, Insurance, Venders, Contractors & other service providers etc.
* Validating & processing MoUs and Contract letters for service providers and legal advisors.
* Handling group consolidation activities Provide Rationalize and liaise-with internal and statutory auditors. Ensuring statutory compliance part.

**Apothecaries Limited. Manager - Accounts & Admin (April 2004 - June 2011) (ISO 14001:2004, ISO 27001:2005, ISO 9001:2008)**

**Roles & Responsibilities**

* Managing, Supervising Group Accounts. Periodic review of accounts, GL scrutiny to ensure controls and compliances.
* ERP Deployment, Customizations, Supervision and control.
* Financial Planning, Budgeting, Analysis, MIS.
* Audit coordination (Internal, Statutory, ISO and departmental)



* Balance Sheet Finalization and consolidation.
* Monitoring renewal of various licenses.
* Managing Labour Law related records, Liaising with government departments (P.F., E.S.I., Service Tax, Dvat, Income Tax, Labour) and negotiation with other suppliers (Insurance, Telecom and General Suppliers).
* Managing reimbursements and other claims for all employees.
* Supervising and coordinating Commercials, Purchases & Inventory.
* Designing, facilitating and implementing various Accounts, Administrative and security policies. Writing & editing SOP’s of various Account, Administrative and security processes
* Managing all aspects of administration, facility management, support services & related
* Vendors, Contracts, Procurement, Budgets & Compliance etc.
* Coordinating and induction & various events, appointments, meetings other training programs (in house as well as remote areas).
* Supervising attendance and Payroll System, Supervising Security, Maintenance, Housekeeping, Cafeteria, Transportation, Fire System etc.
* Managing IT infrastructure in co-ordination with IT Team, Administrating Windows Server, Exchange Server, Web server, Firewall, Networking etc., Also guiding IT Team in day to day matters related to IT support within the organization, Supervising and monitoring CCTV system. Asset management.

**Comnet Vision (India) Pvt.Ltd. (September 1998 till April 2004) Branch cum Accounts Manager**

**Roles & Responsibilities:**

* Managing Group Accounts.
* Coordination with auditors and consultants.
* Handling Accounts up to finalization.
* Responsible for process of Inter branch Co-ordination in regards to financial reporting.
* Responsible for account receivables (Collections), Commercials and branch profitability reporting.
* Responsible for finalizing incentive, commission, other revenue claims.
* Conducting Internal Audits and surprise checks at various intervals.
* Management Information System reports.
* Handling sales team in regards to branch sales to Dealers as well as End users.
* Responsible for implementing Service Policy to provide seamless service to Customer.
* Responsible for managing trade procurements. Responsible for Inventory Management.
* Market review for deciding marketing and credit policies & Conducting team building activities & motivating team.

**Malik Singh & Sons Pvt. Ltd. (September 1995 to August 1998) Senior Accountant**

**Key Responsibilities:** Independent Accounts Management, fund management i.e. Collections, Expenses & Vender Payments, Control & Execution of Sales Order, Managed Collections from dealer network etc.

**Sudhir Kumar Agarwal & Associates. (June 1991 to September 1995) Senior Assistant and CA Article**

**Key Responsibilities:** Independent handling of various Types of Audits i.e. Internal Audits, Statutory Audit, Concurrent Audit, Tax Audit etc. of Public Limited Companies, Pvt. Ltd. Companies, Firms, Banks, Societies & Trusts, Supervision & Maintenance of Accounting Records of Clients, Handling Tax Matters, Client Interaction, Handling of Income Tax & Sales Tax Matters & Office Administration.

**V.K. Gupta & Co. (June 1990 to June 1991) Senior Assistant**



**Key Responsibilities:** Supervision & Maintenance of Accounting Records of Clients, Handling details for Tax Matters, Client Interaction and Sales Tax Matters & Office Administration.

 **PROFESSIONAL QUALIFICATIONS**

 P.G. Diploma in computer Applications from ISCT.

 Completed three years CA Article-ship training.

 **IT SKILLS.**

 Capable of handling i.e. Installing, Configuring and administrating MS Windows Server, MS Exchange Server, MS SQL Server, Exchange POP3, MS Project Server etc.

 Capable of handling networking & Troubleshooting.

 Capable of installing and/or configuring firewalls and their administration.

 Well versed with MS Windows, MS Office, Ms Project and Internet applications.

 **ACADEMIA**

 Graduation (Bach. In Commerce) from Delhi University, Delhi in 1991 with distinction in

Financial Accounting, Cost Accounting & Statistics.

 Senior Secondary from B.B.S. Kh. Sr. School, (CBSE Patron) in 1989, with distinction in

Financial Accounting.

 Higher Secondary from B.B.S. Kh. Sr. School, (CBSE Patron) New Delhi 1987.

 **SELECTED TECHNICAL ACCOMPLISHMENTS & TRAINING PROGRAMS ATTENDED**

 Certified network Engineer by D-Link (DCNI)

 Certified Storage Specialist by Hewlett-Packard.

 Certified Server Specialist by Hewlett-Packard.

 Attended training programs on Fish Bone Analysis, Six Sigma etc.

 Training in seven habits of most successful peoples.

 **INDIVIDUAL STRENGTHS**

 Excellent communication and relationship management skills.

 Comfortable in interacting with multiple levels of organization, management and staff from different locations.

 Computer skills to manage computerized financial information systems.

 Experience in relevant field. Willingness to learn and implement new technology.

 Capability of performing under stress.

 Effective organizational skills and People Management skills. Team Player.

 **PERSONAL DOSSIER**

Date of Birth : 08th September, 1972.

Residential Address : House No. 3, block No. 15, Moti Nagar, New Delhi – 110 015. Languages known : English, Hindi, Punjabi.

Marital Status : Married

(G. P. Singh)