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| **MITHILESH KUMAR SINGH**Result-oriented & visionary professional with a proven record in implementing valuable ideas; targeting top level assignments in **Accounts & Finance** with a leading organization in **Service and Manufacturing Industries** |
| **mithilesg@gmail.com****+91-11-8826133325,+91-11-783876780,** |
| **knowledge24x24iconsProfile Summary****A senior professional with 18 years of experience in finance & accounting functions inclusive of Finance & Accounts, Fund Management, Auditing & Taxation, designing & implementing systems, policies & procedures. Expertise in leading finance & accounts activities, consolidation & finalization of group company financial statements, intercompany reconciliation and settlement of payments with stakeholders (internal & external). Leveraged skills in coordinating the entire gamut tax planning in compliance with the statutory regulations, review of direct, indirect tax & TDS returns, representation before statutory authorities. Rich experience across the wide spectrum of the finance function entailing banking, accounting, finance, and domestic & International treasury operations. Preparing MIS reports and implementing systems for operational effectiveness, profit analysis and working capital management**.  |
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| **core24x24iconsArea of Excellence**

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| **Strategic Financial Planning and Fund Movement and Control, MIS, Accounts Receivables, Vendor Credit Management, Agreement & Contracts, Accounts Payable, Commercial Initiatives with procurement team, Monthly Closing and Reporting, Handling of Monthly Taxation and Statutory Compliance, Import - Export Accounting Documentation Audit, SAP, Tally ERP9 & Other ETDS Software Implementation Reporting ,****Team Management** |

**softskills24x24iconsSoft Skills****Communicator****Innovator Thinker****Collaborator Intuitive****Team Player** |  | **edu24x24iconsEducation*** **B.Com. A/c’s Hons. from R. M. College in 1994**
* **C.A. Inter from I.C.A.I New Delhi in 1998**

**career24x24iconsCareer Timeline****Mar’01 – Feb’02Trend Setters delhi as Accounts Officer****Indiabulls Group, Manager Finance & AccountsApr’08 – Jun’16****VSPL Group, Gurgaon Sr.Manager Finance & Accounts Since Aug’16**Z:\Approved_ResDev_Repository\Formats\Visual Resume Formats 2015-16\Icons\Soft-Skills24x24icons.pngIT Skills**Operating Systems: Ms-Dos, Windows & XP Professional****Office Package: MS Word, Excel, PowerPoint & MS Access****Accounts Software: Ace, Bussy, Tally-9, TallyERP, Focus &SAP****Taxation &Return: TDS-Plus, Enterprises & Singhania E-TDS& Fast Fact and Online web portal with NSDL****Feb’02 – Mar’08Aaina Fashions Gurgaon as Manager Accounts & Commercial** |
| **exp24x24iconsWork Experience****Since Aug’16with VSPL Group, Gurgaon as Sr. Manager Accounts** **Apr’08 – Jun’16with Indiabulls Group, Gurgaon as Manager Accounts** * **Leading the finance & accounts functions involving determining financial objectives, designing & implementing systems and framing policies & control**
* **Steering overall accounting operations in the organization including collections, purchase, contract compliance, receivables, deposits, disbursements, fixed assets and inventory**
* **Undertaking operations pertaining to closing of books, looking into all aspects of General Ledger, AR, AP, FA, Payroll and so on; ensuring monthly closing of books by taking proper accruals for salary, expenses; meeting statutory compliances like depositing PF, payment of TDS (salary and non-salary), Advance Tax, Service Tax and so on**
* **Reconciliation of Accounts with Branches, Divisions, Vendor/ Debtors & within intercompany on periodical Basis; Supervision & Control of Branch Accounting along with Corporate Accounts**
* **Preparation & analysis of the of monthly expense report for major expenses like AMC’s, Software, Travelling, Communication, I.T. & other operational Expenses**
* **Supervising payment of bills such as I.T. Support Bills, Telephone Bills and Admn. Exp. Bills, Security Agency Bills / I.T and Admn. Procurement**
* **Administering the expiry of Bank Guarantee of the customers & Investigating billing reversal requests and performs manual billing case by case**
* **Driving direct & indirect tax like VAT, GST, Excise and TDS including filing, returns & assessment**
* **Managing financial accounting, receivables & payables management, preparation of ledger books & bank reconciliation statements and finalization of accounts**
* **Drafting MIS for business heads and management; preparing detailed list of open Purchase / Work order for Forecasting of revenue and capital expenditure and fund arrangement**
* **Maintaining& updating of fixed assets register in SAP & preparing various daily and weekly report as required in MIS**

**Highlights:At VSPL Group:*** **Leading the finance & accounts functions involving determining financial objectives, designing & implementing systems and framing policies & facilitate process control**
* **Planning, &implementation of business process & Accounting Policy for H.O & Branches**
* **Responsible for day to day accounting for H.O. Branches & Supervision of Branch Accounting**
* **Maintenance & updating of Fixed Assets Register through SAP & Running of monthly depreciation in the MIS Excel and Entries in Tally**
* **Coordinating with statutory & auditors for planning and implementing audit & returns**
* **Computing & arranging for deposit of taxes, filing of returns for timely completion of assessment**
* **Ensuring timely filing of direct & indirect tax returns: VAT, Sales Tax, TDS, Income Tax, Service Tax**
* **Preparing TDS and Annual Income Tax returns, finalization of annual accounts**
* **Reviewed contracts & process of Lease Rent of the more than 25 Branches across India**
* **Ensured realization of Purchase orders, Work Orders in SAP for all five verticals after checking Billed Ship Address, Nature, General Ledger, Tax Codes, Cost Centers, Validity, Terms & Conditions**
* **Supervised payment of entire bills like I.T. Support Bills, Telephone Bills, and Admn. Exp. Bills, Security Agency Bills / I.T and Admn. Procurement**
* **Spearheaded end-to-end accounts receivables operations for Pan India Managing accounts**
* **Physical verification/ valuation of inventory & reconciliation with financial records**
* **Represented the company with CFO & Finance Manager at creditors meetings**
* **Performed CENVAT register under GST rule for availment / utilization of CENVAT Credit**
* **Preparation of Detailed list of open Purchase / Work order for Forecasting of revenue**
* **Verification of stock for Liquor and FMCG on every fortnight**
* **Discussion and coordination with Online advertisement for daily news and on discount**
* **Outlet wise preparation of monthly MIS and presenting to Management**
* **Weekly meeting with Department head on cost control measures and method and preventing of Spoilage & Wastage**
* **Fortnightly stock & inventory verification of damage cost to be deduction in monthly incentive**

**Highlights: At Aaina Fashions (Apparel Manufacturing & Export) Udyog Vihar, Gurgaon as Manager Accounts & Commercial*** **Prepared Services Tax Return for Six Location**
* **Analyzed Variance Between Budget with Actual Balance**
* **Monitored the utilization of fund & non-fund based bank limits. Issuance of LCs BG**
* **Supervised the claim for exports incentives like Drawback, Advance licenses, Deemed exports**
* **Collated pre and post shipment exports documentation, arrangement of containers & Billing**
* **Issued, monitored & redeemed of EPCG licenses, Release of BG from Customs**
* **Liaised with Govt. like customs, Excise, Service Tax, DGFT, AEPC office**
* **Maintained record of Buyer wise / bill wise details of outstanding, Supplier wise details of LCs Open, utilize, LC wise details of margin given and released**
* **Coordinated with Vessel Owners and Cargo shippers, Booking containers**
* **Managed:**
* **All logistics at load & discharge port, land transport logistics within port**
* **Ports operations related to loading & shipping agent for release of bill of lading**
* **Monitoring AR activities such as:**
* **Administering insolvency signals and aging analysis reporting to whole India branch**
* **Follow ups for AR balance confirmation letter with the customer on a monthly basis**
* **Reporting bad AR to the Headquarters and developing a plan for collection of Bad AR and long term AR**
* **Managing & assisting the documentation team in LC, SBLC, BG Documentation for export and reviewing the clauses are as per the company standards**

**Z:\Approved_ResDev_Repository\Formats\Visual Resume Formats 2015-16\Icons\workexperience24x24icons.pngPrevious Experiences****Mar’01 – Feb’02 with Trend Setters (Apparel Manufacturing & Export), New Delhi as Accounts Officer****Jan’00 – Feb’01 with Superior Group (Apparel Manufacturing & Export) New Delhi as Accounts Officer****Articleship Training****Jan’96-Dec’99 with Gupta Pramod & Associates (Chartered Accountants), Delhi Chamber Delhi Gate as Article Trainee** **Highlights:*** **Managed clients such as Punjab National Bank, Bharat Sales Corporation, Arbindo College, Taj Caterers Ltd.**

**Z:\Approved_ResDev_Repository\Formats\Visual Resume Formats 2015-16\Icons\personal-details24x24icons.pngPersonal Details****Date of Birth: 1st. June 1974** **Fathers Name:- Sri Anant Prasad Singh****Address: C-16, Upper Ground Floor, Mansa Ram Park, Uttam Nagar, New Delhi-110059****Language Known: Hindi & English****Hobbies: Gaining Experience,** **Passport Number:-T0864889****Expiry Date:-19-12-2028** |