|  |  |  |  |
| --- | --- | --- | --- |
| **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**](mailto:abc@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**. | | | |
|  | | | |
| **core24x24iconsArea of Excellence**   |  | | --- | | **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’02  Trend Setters delhi as Accounts Officer**  **Indiabulls Group, Manager Finance & Accounts Apr’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’08 Aaina 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** | | |