**Vineet Suhane** Ph: +91-8867929066♦ Email:vineetgupta090@gmail.com

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| **EDUCATION & MAJOR CERTIFICATIONS** |

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| **Degree/Certification** | **Institute/Organization** | **Year** |
| Certified Financial Analyst | Imarticus (By KPMG) | February 2020 |
| Master’s in Business Administration - Finance | Uttar Pradesh Technical University, Noida, UP | May 2012 |
| Bachelor of Commerce | Jiwaji University, Gwalior, MP | May 2009 |

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| **AREA OF EXPERTISE** |

* Financial & Cost Accounting
* Payroll Computation & Processing
* Financial Planning & Analysis
* Fund Management / Accounts Reconciliation
* Accounts Receivables /Payables
* MIS & Financial Reporting
* Audits / Internal Controls
* Taxation / Statutory Compliances
* Purchase & Vendor Management
* Process Improvement / IT Automation
* Team Management & Trainings

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| **TECHNICAL SKILLS** |

* MS-Office Suite: Word, Excel, PowerPoint
* Strong Level Skillset in MS Excel for advance implementations
* Tally 7.2, SAP & Internet Applications

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| **PERSONAL SKILLS** |

* Tenacious work ethics
* Ability to meet deadlines
* Keen to learn & Collaborate
* Communication Skills
* Attention to detail

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| **PROFESSIONAL SUMMARY** |

* **MBA -Finance** **offering 5+ years of rich experience in Finance & Accounts functions** from**accounting, payroll processing, accounts reconciliation/ receivable/ payables, invoicing, posting of monthly accruals, taxation**, **audits,** month-end closing, MIS reporting, preparation & finalization of books of accounts as per GAAP standards & government regulations
* Presently associated with **GMR SSC as Accounts Executive;** managing the **Parking & Posting all types of Invoices, Coal Accounting, Service and Material Invoice related to Power Plant** and timely & accurate Vendor Payments **.**
* Skilled in **Payroll Processing** entailing **salary computation, leave encashment, bonus,** loans, fixed & variable entitlement, full & final settlements, employee query handling, payroll statuary reports, off-cycle payment and timely salary reimbursements
* **Proficient in** **managing Commercial / Accounts Payables matters** like on-time and accurate processing of invoices, POs, expense reports, credit memos and payment transactions, bookkeeping, double entry, retention and advance entry.
* Resourceful in **preparation of Financial / MIS Reports, Balance Sheets, P&L, Reconciliation/ Fund Flow Statements** to assist sr. management in critical decision-making.
* **Result-driven Team Leader & Trainer;** proven talent in leading & training sub-ordinate staff for streamlined financial operations; problem-solver with strong negotiation, analytical & communication skills

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| **WORK SUMMARY** |

***Accounts Executive,*** *GMR SSC* since July 2017

**Roles and Responsibilities:**

* Managing the Finance & Accounts functions of the company as per company’s policies and regulatory guidelines
* **Handling a team of 4 members** managing the **Parking & Payment Process** entailing:
* Facilitating **Parking & Posting** **all types of Invoices, Coal Accounting, Service and Material Invoice related to Power Plant**
* Coordinating between Offsite Team & Payment Team to resolve issues and concerns related to vendor payment
* Managing & passing all advance entries as per tax compliance.
* Administering **Accounts Receivables & Payables** and *pivotal in:*
* *Dealing with purchase bills of raw material & approving bills of expenses from various departments*
* *Maintaining financial information, files & records; posting Expense Accruals / Provisions during month ends*
* *Facilitating payments of Domestic & International Vendors & issuance of cheques*
* Performing **Accounts Reconciliations;** reconciling financial data for maintaining accurate account balances & ensuring compliance with established accounting practices; preparing month-end entries
* Preparing & presenting various **MIS / Financial Reports** for senior management of firm.
* **Facilitating Audits** for evaluating internal control systems/ procedures, and implementing corrective measures
* **Conducting variance analysis** to determine difference between projected & actual result at the end of each month
* **Verifying books of accounts for detecting fraud** and ensuring that accounts prepared are accurate
* **Trainings & guiding new talents through on-the-job training** to increase their skills and efficiency.

***Coordinate - Finance & Account,*** *E-Zone (Future Group)*  September 2015 – June 2017

**Roles and Responsibilities:**

* **Managing** **booking of monthly re-classes, accruals**, and **reversal/adjustments into Accounts Payable System** and records in accordance with company policies and government regulations; audited.
* **Preparing & verifying** **Periodic Expenses Budget Reports** for Zonal and HO Team for Store Petty Cash & Store Expenses
* **Procuring, auditing, identifying errors and resolving issues in payment invoices** from stores. *Post this:*
* *Invoices were generated in correct manner.*
* *Accounting Entry was done as per Indian GAAP and within TAT.*
* Performing Vendor and Bank Reconciliation for verifying payment to the vendor and checking errors of payable
* **Monitoring** **Store Logistic Scan Invoice** on daily basis and ensured that they should be sent to me for digitalization & auditing

**Accountant** -: Ravi Agro Machinery (Dealer) July 2012 – August 2015

**Roles and Responsibilities:**

* **Managing** **booking of monthly re-classes, accruals**, and **reversal/adjustments into Accounts Payable and receivable System .**
* **Procuring, auditing, identifying errors and resolving issues in payment invoices** . *Post this:*
* *Invoices were generated in correct manner.*
* *Accounting Entry was done as per Indian GAAP and within TAT.*
* Performing Company and Bank Reconciliation for verifying payment to the vendor and checking errors of payable and receivable .

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| **AWARDS AND RECOGNITIONS** |

* Recognised for pivotal role in **Fund / Petty Cash Management**; monitored the inflow & outflow of funds to ensure optimum utilization of available funds for accomplishment of corporate goals
* Awarded as **Individual Contributor Award for FY 2017-2018** on account of excellent performance at GMR SSC
* **Trainer & Mentor**; effectively trained:
* **3 batches of client users on Accounting & Open Text** at GMR SSC
* **Stores Logistic Team to work as per SLAs** for **Logistic Operations at E- Zone** (Future Group)
* Acknowledged for driving **process improvement in day-to-day operations**; successfully:
* Improvised the credit not process
* Documented SOPs for process standardization
* Recognized for Implementing, **standardized accounting process for the client**