



RAKESH KUMAR

Open to Work

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JOB SEARCH PREFERENCES

Work Status: Employed | At Work
Job Search Progress: Open to Work



LOOKING FOR

Position | Designation: Senior Manager AGM Accounts & Finance
Work Type: Full Time
Location: Lucknow, Delhi, Noida
Expected Salary: 22 Lakh +
Notice Period Duration: 60 days



PROFILE

Dynamic and accomplished Commerce and Law Graduate with an impressive track record of over 30 years in accounts, finance, and taxation. Proven expertise in executing meticulous month and year-end closing activities and configuring master data in SAP FICO. Adept at GL account management, reconciliation, and ensuring seamless compliance with GST requirements. Currently enhancing skills through advanced SAP S/4 Hana configuration in the FICO module. Well-versed in financial statement interpretation and customization for GST compliance reports. Committed to continuous professional development and poised to bring valuable insights to contribute to organizational excellence.

KEY SKILLS

- Account department management
- Data analysis for financial reports
- Implementation of accounting methods and policies
- Oversight of payments and receipts
- Active involvement in budgeting and forecasting
- Supervision of routine accounting activities
- Insurance policy renewal and compliance oversight
- Timely closure of month, quarter, and year-end activities
- Relationship management with bank officials
- Handling audits, taxation, GST, TDS, PF compliance
- Management reports and financial statements
- Implementation of effective internal controls
- Performance review and deviation reporting
- Team management and task review
- Accounts payable leadership
- Vendor management
- Budget and financial simulation creation
- Legal and statutory compliance
- Monthly MIS and progress reporting
- Risk minimization in financial transactions
- Monthly vendors advance position monitoring
- Assessment of financial performance
- Compliance with India Accounting Standards



WORK EXPERIENCE

Senior Manager (F&A)

M/s Bajaj Energy Ltd.

01st November 2012 - Present

DUTIES AND RESPONSIBILITIES :

- Currently leading and overseeing day-to-day operations of the accounting department, ensuring optimal functionality.
- Continuously monitoring and analyzing intricate accounting data to produce precise financial reports and statements.
- Implementing and enforcing robust accounting methods, policies, principles, and standard operating procedures (SOPs).
- Vigilantly overseeing all payments and receipts, maintaining a meticulous approach to financial transactions.
- Actively contributing to the budgeting and forecasting processes, ensuring timely and insightful reporting for strategic decision-making.
- Conducting thorough reviews and providing effective supervision of routine accounting activities, emphasizing accuracy and compliance.
- Ensuring punctual renewal of insurance policies and compliance with commercial regulations.
- Assuming responsibility for month, quarter, and year-end closure activities, conducting reconciliations and variance analyses. Coordinating and guiding internal departments to facilitate smooth book closure processes.
- Cultivating and managing relationships with banking officials to ensure trouble-free bank operations.
- Orchestrating various audits, including statutory and internal audits, overseeing the entire spectrum of taxation and ensuring punctual and accurate compliance with GST, TDS, and PF regulations.
- Producing comprehensive management reports, profit and loss accounts, balance sheets, and cash flow statements, aligning with company requirements.
- Establishing a dependable cash flow projection process and reporting mechanism, including a minimum cash threshold to meet the operational needs of the plant.
- Ensuring the effectiveness of internal controls and compliance with applicable state and local regulatory laws and rules for financial and tax reporting.
- Evaluating the actual performance of projects, promptly reporting any deviations from approved budgets to ensure the seamless operation of the plant.
- Effectively leading and managing the team, conducting performance reviews and ensuring efficient execution of assigned tasks.

Deputy Manager (F&A)

M/s Bajaj Infrastructure Development Co. Ltd., Gonda

01st April 2010 - 31st October 2012

DUTIES AND RESPONSIBILITIES :

- Led the finance and accounting function for the EPC Company within the Bajaj Group, specifically focusing on the construction of a power plant.
- Accountable for overseeing the accounts payable process, including document management, invoice processing, vendor maintenance, and database corrections of vendor information, as well as managing Intercompany transactions.
- Established precise budgets, forecasts, financial simulations, and conducted specific analyses and reports in collaboration with relevant executive team members and the plant head.
- Ensured compliance with direct and indirect tax requirements, including GST, income tax, legal, and other statutory compliances.
- Managed the expectations of the management by providing monthly Management Information System (MIS), accounts, and cash flow progress reports for the project.
- Ensured the timely remittance of statutory deductions and maintained general compliance with statutory requirements.
- Developed financial management mechanisms, including controls, to continuously minimize financial risks, such as incorrect payments to vendors and error-free transactions.
- Managed and coordinated the financial functions and team, ensuring that respective financial and accounting tasks were concluded within set timelines.
- Oversaw the preparation of monthly vendor advance positions, cash flow statements, and bank reconciliations.
- Monitored, reviewed, and assessed financial performance, evaluating options and implementing initiatives to continually improve finance performance.

Assistant Manager (F & A)

M/s Bajaj Hindusthan Sugar Ltd.

August 2006 - March 2010

DUTIES AND RESPONSIBILITIES :

- Directed finance and accounting operations in strict adherence to India Accounting Standards, ensuring compliance with regulatory requirements.
- Spearheaded the completion of comprehensive financial reports, led the month-end closing process, and conducted monthly forecasts to provide insights into financial performance.
- Ensured the accurate preparation and timely submission of TDS, GST, and other tax statements to the Head Office.
- Meticulously reconciled and maintained the balance of all suppliers and sub-contractors.

- Prepared cash flow rolling forecasts on a monthly basis to effectively manage financial liquidity.
- Monitored customer payments, bills, and work orders regularly, ensuring timely and accurate financial transactions.
- Scrutinized expenses submitted by employees, service providers, and subcontractors to maintain financial accuracy.
- Maintained statutory compliances on a regular basis, staying current with evolving financial policies, regulations, and legislation.
- Ensured physical verification of assets on an annual basis and monitored valuation and depreciation entries.
- Conducted physical stock verification on a quarterly basis and monitored valuation entries in the ERP system.
- Kept financial records up to date with the latest transactions and changes, ensuring accuracy and compliance.
- Planned, organized, and executed financial tasks and projects for the organization.
- Prepared financial reports for quarterly limited reviews, contributing to the publication of results.
- Finalized monthly trial balances for the Profit and Loss account and Balance Sheet.
- Liaised with banks and calculated interest charged on the CC limit, ensuring accurate financial management.
- Monitored budgetary allocations and investigated variances, seeking reasons from relevant stakeholders.

Accounts Officer

M/s Pearl Polymers Ltd.

July 1992 - August 2006

DUTIES AND RESPONSIBILITIES :

- Oversaw comprehensive branch operations, including management of accounts, sales, warehouse logistics, and marketing activities.
- Directed the end-to-end process of invoicing, material dispatch, and logistics coordination, ensuring efficient and timely execution.
- Executed month-end closure procedures, meticulously preparing profit and loss accounts, balance sheets, and analyzing budget variances.
- Coordinated and facilitated internal and external audits on a monthly, quarterly, and annual basis to uphold financial integrity.
- Ensured strict compliance with income tax, sales tax, PF, and ESIC regulations, emphasizing the timely submission of returns.
- Managed credit limits and diligently followed up on the realization of sales proceeds, contributing to financial stability.
- Established and maintained productive liaisons with financial institutions, PF office, ESIC, sales tax authorities, and municipal bodies to facilitate warehouse activities.
- Handled labor cases proficiently and represented the company in labor court proceedings, showcasing adept conflict resolution skills.
- Actively participated in the organization of events, dealer meets, and strategic business promotion activities to foster brand visibility and growth.
- Demonstrated prompt reporting to the insurance company for survey processes and adeptly managed the filing of claims for goods damaged during transit.



EDUCATION

Professional Degree in Bachelor Of Legislative Law,
University of Lucknow , 1988 - Completed

Bachelor Degree in Bachelor Of Commerce,
University of Lucknow, 1983 - Completed



LANGUAGES

English Professional working proficiency
Hindi Professional working proficiency



SKILLS

- • • • • Microsoft Office - (Microsoft Word, Excel, PowerPoint, Outlook)
- • • • • SAP, SAP S/4 Hana, Customized ERP, Tally



LICENSES & CERTIFICATIONS

Lean Six Sigma Project

DURATION : 2016

Executive Development Course In Computer

BITS

DURATION : 1995



PERSONAL INFORMATION

Gender	Male
Date of Birth	1964-12-22
Blood Group	A+
Relationship	Married



DECLARATION

The above mentioned details are true to the best of my knowledge and given a chance, I shall discharge my duties to the entire satisfaction of my superiors. Hope that credentials satisfy your requirement & looking forward for further contacts.

Place Lucknow