Resume 

Rakesh Kumar

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**Sr. Manager Finance & Account**

# Professional Experience

A Commerce and Law Graduate having over 30 years of experience in accounts, finance, taxation with executing month & year end closing activities, configuration of master data of vendor & customer, GL account, bank account, reconciliation account, depreciation key, document splitting, attachment of GL with financial statement Balance Sheet Profit & Loss account, creation of document No, GL account company code, getting customization for report of GST compliance in SAP FICO and also pursuing SAP S/4 Hana configuration of FICO module from Udemy it is going to complete. As we have expert understanding in construction of master data of vendor, customer, GL accounts, clearing account, house bank account, financial statement interpretation, GST compliance requirement in SAP S/4 Hana environment also SAP Fiori apps for creation of accounts.

**Present Working as under**

 **M/s Bajaj Energy Ltd, as Sr. Manager (F&A) from 01.11.2012**

**Present Job Profile**

1. Managing and overseeing the daily operations of the account department.

2. Monitoring and analysing accounting data and produce financial reports or statements.

3. Establishing and enforcing proper accounting methods, policies and principles & sop.

4. Monitoring of all payments and receipts.

5. Active participation in budgeting forecasting and timely reporting.

6. Effective review and supervision of all routine accounting activities.

7. Ensure timely renewal of all insurance policies and commercial compliances.

8. Responsible for month, quarter& year-end closure activities, reconciliations variance

 analysis within scheduled time. Coordinate support / guide all internal departments to

 channelize the book closure activities smoothly.

9. Managing relationships with Banks officials for trouble free bank operations.

10.Manage all sorts of audits such as statutory audit, internal audit and look after the entire

 taxation area, compliances such as GST, TDS & PF. are performed in a timely and accurate

11. Preparation of Management reports, profit loss account, balance sheet cash flow

 Statement as per company requirements from time to time.

12. Maintain a reliable cash flow projection process and reporting mechanism that includes minimum

 cash threshold to meet operating needs of plant.

13. Ensure that effective internal controls are in place and compliances with the applicable state and

 local regulatory laws and rules for financial and tax reporting.

14. Reviewing actual performance of the projects and reporting deviation, if any from the approved

 budgets for smooth operation of plant.

15. Handling the team and review of their performance, to make sure that the tasks assigned to them.

**Worked in M/s Bajaj Infrastructure Development Co Ltd, Gonda as Deputy Manager (F&A) from 01.04.2010 to 31.10.2012**

**Job Profile**

1. Lead finance & account function of EPC Company of Bajaj Group construction of power plant.

2. Accountable for accounts payable process which involves activities like document

 management, invoice processing, vendor maintenance, database corrections of vendor

 information, Intercompany transactions.

 3. Established accurate budget, forecast, financial simulations and specific analyses and

 reports in consultation with the relevant executive team members and the plant head

4. Compliances for direct& indirect tax requirements, GST, income tax, legal and other

 Statutory compliances.

5. Managed the expectations of management through providing them monthly MIS, accounts,

 cash flow progress report of project.

6. Ensured timely remittance of statutory deductions and general compliance with statutory

 requirements.

7. Developed financial management mechanisms (including controls) that continuously

 minimize financial risks of wrong payment to vendors & error less transaction.

8. Managed and coordinate the financial functions and team ensuring respective financial and

 accounting tasks are concluded within set timelines.

9. Oversee preparation of monthly vendors advance position, cash flow statements and bank

 reconciliation.

10. Monitor, review and assess financial performance while evaluating options and implement

 initiatives to continually improve finance performance.

**Worked in M/s Bajaj Hindusthan Sugar Ltd., as Asst. Manager (F & A) from August 2006 to March 2010**

 **job profile in Bajaj Hindusthan Sugar Ltd:**

1.  Manage finance &accounting Operations as per India Accounting Standards.

2. Complete financial reports, lead month-end closing process and conduct monthly forecast.

3. Ensure TDS, GST & other tax statements are prepared and submit to Head office on timely.

4. Reconcile and maintain balance of all suppliers and sub-contractors.

5. Preparation of cash flow rolling forecast on monthly basis.

6. Monitor Customers payments & their bills / Work orders on regular basis.

7. Examining expenses submitted by employees & service providers / subcontractors.

8. Maintain Statutory Compliances on regular basis.

9 .Keep up with financial policies, regulation and legislation.

10. To verify assets physically on annual basis & monitor valuation & depreciation entries.

11. To verify stock physically on quarterly basis and monitor valuation entries in ERP system.

12. Ensure financial records are kept up-to-date with the latest transactions and changes.

13. Plan, organize and execute financial tasks and projects of the organization.

14. Prepare financial report for quarterly limited review for publication of result.

15. Finalizing monthly trial balance for P&L account and Balance sheet.

16. Liaison with bank and calculation of interest charged on CC limit.

17. Budget monitoring and find out variances subsequent sought reasons from users.

**Worked in M/s Pearl Polymers Ltd as Accounts Officer from July 1992 to August 2006**

 **Job profile in Pearl Polymers Ltd:**

1. Oversee all branch operation, accounts, sales ware house, marketing activities.

2. Responsible for raising invoices, despatch of material & logistic arrangement.

3. Month end closure of books, preparing profit & Loss a/c, balance sheet, budget variances.

4. Getting audited the books on month, quarter and annual by internal as well as external.

5. Ensure compliance of income tax, sales tax, PF and ESIC and submission of return.

6. Accountable for credit limit and follow-up for realization of sales proceeds.

7. Liaison with bank, PF office, ESIC, sales tax, municipal authority for warehouse activity

8. Dealing labour cases and appearing in labour court.

9. Active participation in events organization, dealers meet and business promotion activities.

10. Prompt reporting to insurance company for survey and filing claim for goods damage.

# Education

1983 B.COM from University of Lucknow

1988 LL.B. from University of Lucknow (3 Years course)

1995 Executive Development course in Computer from BITS

2016 Certificate of Lean Six Sigma Project

#  Skills and Competencies

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Excel Analytical skill to present big data in excel, using formulas

Power Point Able to present MIS on power point

MS word Letter writing mail merge

SAP Presently working in SAP

Customized ERP Worked in ERP

Tally Previously worked in Tally

Legal Ability to handle legal cases and prepare legal pleading

# Personal Details

Date of birth: 22nd December 1964

Father’s Name Late Sri Gajodhar Prasad

Permanent Address: 538 kA /800, Shivpuram, Triveni Nagar III, Lucknow-226020.

Marital status: Married

Languages known: English, Hindi,

**Date :**

**Place : Lucknow (U.P.)** **(Rakesh Kumar)**