

MUKESH KUMAR

Mobile: +91 9810892556, E-Mail: mukesh.paanchal@gmail.com

CAREER OBJECTIVE

I am seeking career enrichment in Finance & Accounting while utilizing my experience, analytical skills and innovative thinking in a growth-oriented organization of high repute.

CAREER SNAPSHOT

- ✓ A competent professional with a rich experience of over 22 years in:
 - **Finance & Accounts**
 - **Auditing**
 - **MIS**
 - **Taxation**
- ✓ A strategic planner with proven ability to improve operations, enhance business growth and maximize profits through data analysis, internal control and productivity improvements.
- ✓ Resourceful in managing day-to-day accounting functions including finalization of accounts, debtor/ creditor control, accounts reconciliation, statutory compliance, audits etc.
- ✓ Making a GST Computation monthly and filing GSTR-B Return and GSTR-1, TDS up to return filling, Issuing TDS certificate at the Qtr ending. Working on Reconciliation of Form-9 annual return of GST and Form-9C upto filing.
- ✓ Online transactions (Payment to the creditors, tax deposition etc).
- ✓ A strategic planner with expertise in designing internal control systems towards the accomplishment of corporate business goals.

ORGANISATIONAL EXPERIENCE

- **Ajanta Ultraplant Pvt. Ltd.** – A manufacturing and trading of Ultrasonic Machine.
 - Worked as Accounts Manager since July - 2020 to till date.
- **Shiv Naresh Sports Pvt. Ltd.** – A Manufacturing of Sport's wear and Construction of Hockey, Athletic and Football Ground.
 - Worked as a Sr. Accountant since December - 2016 to March- 2020
- **Apex Aim Retail Pvt. Ltd.** – An Ad-Agency Company
 - Worked as a Sr. Accounts Executive since July- 2011 to November- 2016
- **Max Bupa Health Insurance Co. Ltd.** – A Health Insurance Co.
 - Worked as an Accounts Executive since December 2008 to June 2011.
- **Banyan Netfaqs Pvt. Ltd.** – Advertising & Media Company.
 - Was associated as a Sr. Accounts & Finance Executive – July-2000 to November- 2008

CORE COMPETENCIES

Finance & Accounts

- ✓ Preparing & administering the finalisation of year-end/ monthly financial statements.
- ✓ Handling preparation & maintenance of various books/registers viz. Cash / Bank Books, Salary Statement., fixed assets register to ensure smooth accounting operations.
- ✓ Co-ordinating in the preparation, maintenance and filing of projected P&L Account, Balance Sheet, Bank Reconciliation and Stock Reconciliation's required by bank authorities / financial institutions.

Taxation

- ✓ Managing the operational control & compliance of Indirect taxes; ensuring tax liability and timely remittance of tax & duty, Service Tax, Income Tax, Sales Tax, GST etc.
- ✓ Ensuring timely filing of returns such as TDS, GST as per relevant acts & interfacing with Tax Auditors/regulatory authorities for assessments, remittances.

Budgeting & MIS

- ✓ Formulating budgets and conducting variance analysis to determine variation between projected & actual results and implementing corrective actions.
- ✓ Developing and analyzing MIS reports and other statements to provide feedback to top management on financial performance viz. fund management, credit control, profitability, etc.

Auditing

- ✓ Managing the complete planning and management activities for ensuring completion of various types of audits within the time and cost parameters.
- ✓ Conducting verification of books of accounts to detect any possible fraud and ensuring that accounts prepared are both reliable & prepared in accordance with statutory accounting standards.
- ✓ Evaluating internal control systems / procedures, preparing audit reports with a view to highlight the shortcomings and implementing necessary recommendations.

Commercial Operations

- ✓ Managing the records for all the vendors; liaising with various parties for smooth flow of activities.
- ✓ Checking all accounts vouchers like purchase, sales, cash, and bank voucher in accounts books as per B/S.
- ✓ Preparing and controlling of Staff Imprest, Advance, employee salary, Medical reimbursements, etc. Also calculating the tax on employee salary.

Team Management

- ✓ Leading, mentoring & monitoring the performance of team members to ensure efficiency in process operations and meeting of individual & group targets.
- ✓ Creating and maintaining a healthy & learning environment while ensuring creative & operational development of the employees in the department.

ACHIEVEMENTS:

With M/s: Banyan Netfaqs Pvt. Ltd. (Delhi)

- ✓ Joined as a Jr. Executive wherein I applied smooth processes that helped the organization and they offered to work as Sr. Executive with them and I started handling a strong team!

With M/s Max Bupa Health Insurance Co. Ltd.

- ✓ Joined as a Finance Executive wherein I applied smooth processes that helped the organization and they offered to work as Sr. Executive within 6 months, also they had given me an offer to handle the complete MIS as well as FAR usually.

EDUCATIONAL QUALIFICATIONS

- ✓ 12th Pass from “Senior Boys Senior Secondary School” Karampura, New Delhi.
- ✓ Bachelor of Commerce from “Satyawati College “from Delhi University” in the year 2001.

IT SKILLS

- ✓ Well versed with MS-Office (MS Word, MS Excel, Outlook,) and Busy, Tally.Erp 9.

PERSONAL DETAILS

Date of Birth : 30th October , 1974
Address : A- 96, 3rd Floor, New Moti Nagar,
New Delhi- 110015
Languages Known : English and Hindi