

# Manish Kumar

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## SKILLS

- Technical Analysis.
- Accounting
- Reconciliations.
- Variance Analysis
- Balance Sheet Reconciliation.
- Business Analysis.
- Auditing.
- Costing
- Taxation

## EDUCATION

- M.Com from CCS University Meerut
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## OTHER QUALIFICATIONS

- Advance GST Certificate from ICAI
- Account Technician Certificate from ICAI
- Import Export Certificate IIFT

## SOFTWARE/ TOOL PROFICIENCY

- MSOffice(Excel,Word,Outlook)
- Tally
- Fact
- ERP
- HTML

## Career Objective

Obtaining a challenging position in a reputed organization where I can utilize my subject's knowledge, communications, and technical skills for the development of the organization.

## Summary

Achievement-Driven: Enterprising individual offering over 14+ years of rich & extensive experience in streamlining financial planning operations, finance controlling, Cash Budgeting v/s Actual Expenses, budgeting, invigorating businesses, heightening growth, improving systems & procedures.

## WORK EXPERIENCE

### ***Inventa Cleantech Pvt. Ltd. Noida***

***Working as Senior Executive (Finance & Accounts) since April 2023 to till date***

#### ***Responsibilities: -***

- Financial Planning
- Budget & Budgetary Control
- Financial Accounting
- Cost Accounting, Cost Analysis and Cost Control
- Management Accounting
- Receivable Management
- Gst & Tds
- Fund Management and Banking
- Assist the Company in adopting the best practices that exists in the industry for achieving maximum productivity
- Assist the company in preparation and maintaining of the cost

### ***J P Electrical Industries Dehradun***

***Worked as Account & Commercial Manager since May 2016 & Apr 2023 Responsibilities: -***

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- Preparing reconciliations performing overall month-end activities.
- Preparing & Postings of Journal entries for balance sheet accounts.
- Analysis of expense/accrual/reversals trends, reasons for increases, etc.
- Preparing intercompany reconciliations.
- Preparing Reporting Packages like Intercompany, Inventory & Trade Accounts.
- Fixed Assets Reconciliations (FA Clearing & SL-GL)
- Fixed Assets Capitalization and Maintenance
- Prepare and Update SOP (Standard Operating Procedure) as needed.
- Handling Day to day accounting transactions.

- Overseeing the flow of cash and financial instruments.
  - Records Keeping and preparing reports on Accounts status.
  - Filling of various regular forms of Company Law.
  - Tax Deducted at Source Compliances.
  - Reviews various accounts agreements and consulting agreements.
  - Product Costing.
  - Variances Analysis.
  - Cost Record Maintenance.
  - All MIS and costing related work
- **Worked Raison india Haridwar as Accountant Sep-2010 – April-2016**
  - **Worked Electromech Industries Haridwar as an Account-Assistant May-2009 to Aug-2010**
  - **Worked Mercator Health Care Ltd. Muzaffarnagar as an Account-Assistant From May-2007 to April-2009**

### **Personal Details**

Languages Known	: English and Hindi
Date of Birth	: 1 <sup>st</sup> March, 1984
Hobbies	: Listening Music, Reading Book
Strengths	: Hardworking, Quick Learner,

I hereby declare that all the information provided by me in this application is factual and correct to the best of my knowledge and belief.

**Date:**

**Place:**

**Manish Kumar**