

Anand Mishra  
MBA(finance), B.Com  
10 Years of Work Ex.

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## PROFESSIONAL EXPERIENCE

### PRESENT ORGANIZATION

|             |   |  |
|-------------|---|--|
| Employer    | : | SUPERTECH ENGINEERS COMPANIES                |
| Designation | : | Human Resource Manager (July 2019 Till Date) |

#### PROFESSIONAL SUMMARY: -

Highly organized and meticulous Administrative Assistant with experience in corporate office settings. Adept at preparing and maintaining files, greeting visitors and restacking supplies. Good communication and planner with string judgment and critical thinking abilities.

#### Job Profile: -

Worked as an Assistant Manager in the **Human Resource Team**. Leading the entire record to report for all the accounting activities and reviewing and analyzing the statements, driving the month end close, responsible for reporting to Management.

- Skillfully reviewing and managing pre-month activities, timely month closing with accurate financial information
- Leading the procurement of office supplies and authorization of the salary and all other vendor payments
- Obtaining the registration certificate for all the branches/companies & getting the renewal done before the due date.
- Checking the monthly P.F & E.S.I challan, filling of monthly, quarterly, annual returns before the due date and P.F withdrawals process with the consultant.
- Generation of form 16A & preparing various MIS reports as per the management requirement.
- Conducting ISO Audit & preparing data for the compliances as per requirement.
- Reviewing and handling the foreign exchange receipts and all other necessary settlement with banks.
- Involve in the operational activities of meeting new clients for the business development
- Documented meeting minutes and distributed to staff to facilitate follow-up and permanent record.
- Received incoming calls and messages and addressed or triggered phone request.
- Devoted special emphasis to punctuality and worked to maintain outstanding attendance records, contently arriving to work ready to start immediately.
- Controlled digital access, used confidential waste bins and shredders, and locked document storage cabinets to protect confidential files, reports and fiscal data.
- Liaised with staffs to organize and perform quality standard training for new and existing staff.

#### SKILLS/Add on Profile: -

- TIME MANAGEMENET.
- TIME LETTER PREPARATION.
- CORRESPONDENCE HANDLING.
- DOCUMENTS FILLING.
- MULTI-LINE PHONE PROFICIENCY.
- FILLING AND DATA ARCHIVING.

#### Achievements: -

- Appreciated for Customer Centricity and Performance excellence
- Appreciated for delivering high level performance and taking extra initiatives to support colleagues in timely and effectively completing of deliverables

### PREVIOUS ORGANIZATION

|                   |   |  |
|-------------------|---|--|
| {First} Employer  | : | INTER PROTECT MARINE PVT. LTD          |
| Designation       | : | H.R Assistant (July 2012 to Aug. 2017) |
| {Second} Employer | : | IPM Travels PVT. LTD.                  |
| Designation       | : | H.R Manager (Nov. 2017 to May. 2019)   |

#### Financials and MIS related work experience

- Analyzing of financial cost for Loans and calculation of Royalty payable to a foreign company by an Indian company
- Preparation and filing of Special Additional duty refund claims levied at time of import
- Preparing and filing of statutory returns like Income Tax, TDS, Service Tax,

## TECHNICAL COMPETENCIES

✚ Exposure to systems and technologies like: MS office, Web Tel – ETDS and Outlook

#### EXRTA CURRICULAR ACTIVITIES/ACHIEVEMENT

✚ Achieved first division in the online exam of ITT conducted by ICWAI.

✚ Played - football at zonal levels

✚ In addition to regular work constantly involved in other activities and working as a Fun spoc.

#### QUALIFICATION

| Professional/Academic | Description              | Institute              | Year |
|-----------------------|--------------------------|------------------------|------|
| Professional          | MBA (finance)            | SMU(distance learning) | 2017 |
| Academic              | Bachelor of Commerce (H) | SMU(distance learning) | 2014 |
| Academic              | 12 <sup>th</sup>         | C.B.S.E                | 2007 |
| Academic              | 10 <sup>th</sup>         | C.B.S.E                | 2005 |

#### PERSONAL DETAILS

✚ Date of Birth : 07<sup>th</sup> Dec 1987  
✚ Father's Name : Mr. S.K Mishra  
✚ Languages Known : Hindi, English  
✚ Marital status : Married  
✚ Shift Flexibility : Flexible  
✚ Passport Availability : Yes