

# RAHUL JAIN

ACCOUNTS MANAGER AT RAJESH MOTORS RAJ. PVT. LTD.



## PROFILE

A detail oriented and highly skilled Accounting Manager with over **7 years of comprehensive experience** in financial management, accounting operations, and tax & regulatory compliance. Recognized for expertise in the finalization of accounts, branch accounting, vendor payments, and head office reconciliation. Developed leadership skills, with a focus on streamlining accounting processes, enhancing team performance, and ensuring precise financial reporting



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## PROFESSIONAL EXPERIENCE

### Accounts Manager

Rajesh Motors (Rajasthan) Pvt. Ltd. | Aug 2017 – Present

- **Finalization of Accounts:** Prepared Final Accounts with complete notes and adjustments entries. Led the month-end, quarter-end, and year-end closing processes, ensuring accuracy in financial statements and compliance with Accounting Standards.
- **Branch Accounting:** Managed Core accounting for branch and outlets to ensure consistent application of accounting policies and streamlined branch-level financial reporting. Oversaw day-to-day accounting activities for branch regional outlets, coordinating branch ledger entries, and maintaining consistency in accounting practices.
- **Head Office and Inter-Branch Reconciliation:** Supervised the reconciliation of head office and branch accounts, resolving discrepancies promptly and ensuring accurate inter-branch and intra-company transactions.
- **Vendor Payments and Accounts Payable Management:** Oversaw the end-to-end accounts payable process, including vendor payments, payment terms negotiation, and vendor account reconciliations. Implemented inter department systems to reduce payment processing times by 25%.
- **Bank Reconciliation and Cash Management:** Conducted bank reconciliations for multiple accounts and managed daily cash positioning to ensure sufficient liquidity for operations.
- **Taxation and Regulatory Compliance:** Ensured timely compliance tax laws, including the preparation and submission of GST, TDS, Income tax, P.F, ESI and other regulatory filings.
- **Budgeting & MIS Preparation:** Learned preparation of annual budgeting and quarterly forecasting reports in collaboration with department heads. Developed detailed financial models and forecasts, delivering insights that supported Monthly MIS to be more effective and productive in nature.
- **Internal Controls & Team Management:** Established and enforced internal control policies, conducted periodic audits, and addressed control gaps to strengthen financial governance. Managed a team of 5 members and also developed control frameworks that reduced accounting errors of team members

## EDUCATION

**Masters in Commerce (M.com –A.B.S.T)**  
University of Kota  
2022

**Graduation in Commerce (B.com)**  
University of Kota  
2017

**Senior Secondary with 81%**  
Got 95 marks out of 100 in Accountancy

## KEY SKILLS

Core Accounting  
Branch Accounting  
Financial statements preparation  
Knowledge of Accounting Standards  
Reconciliations – Bank, Head Office, Debtors  
Taxation – GST, TDS, Income Tax  
Understanding of Companies Act, 2013  
MIS Preparation & Payroll working  
Bookkeeping  
Auditing

## CERTIFICATIONS

Tally  
SAP FICO & SAP FICO(S4 HANA)  
Information Technology Training  
Effective Public Speaking  
Project Management Training  
CPT & RS-CIT

## TECHNICAL SKILLS

ERP Softwares – Tally, Busy, SAP  
Microsoft Office – Advance Excel, Word, Powerpoint.