



MUKESH KUMAR

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CAREER SUMMARY

- » CMA –Inter & MBA –Finance with **nearly 17 years'** experience in the field of accounts & finance.
- » Expertise in spreading corporate and financial planning initiatives in Commercial Operation, Accounts & Finance, Auditing & Taxation, MIS & System Implementation.
- » Expertise in designing and implementing systems, procedures & manuals for the preparation & maintenance of statutory books of accounts and financial statements, ensuring compliance with time & accuracy norms to achieve financial discipline & internal control to improve the overall efficiency of the Organization.
- » Possess excellent inter-personal, negotiation and analytical skills with the experience of working in SAP & ERP environment.
- » Conversant with Oracle Business Suite, Tally ERP 9, ERP etc.

CORE COMPETENCIES

- » Monitoring flow of funds and ensure optimum utilization of available funds to accomplish organizational goals.
- » Coordinating annual audits; evaluating internal control systems/procedures with a view to highlight the shortcomings and implementing necessary recommendations.
- » Highlight the shortcomings based on audit report & implementing necessary recommendations.
- » Supervising the preparation of MIS reports and other statements to provide feedback to top management on financial performance viz. fund management, credit control, profitability, etc.

AREA OF EXPERIENCE

- | | |
|--------------------------------------|------------------------|
| > Accounts | > Finance |
| > Management Information System(MIS) | > Commercial & Costing |
| > Liaison with Banks & FI's | > Audits & Taxation |

EDUCATION

Master in Business Administration(Finance), Guru Jambhashwar University, Hissar.

ICWAI/ CMA- Inter (Semi-Qualified) (The Institute of Cost & Works Accountant of India / ICAI)

Post Graduate Diploma in Computer Application

Bachelor of Commerce(B.Com), Kurukshetra University.

PROFESSIONAL EXPERIENCE



Nissin ABC Logistics Pvt. Ltd

NISSIN ABC LOGISTICS PVT LTD- GURUGRAM

Jan, 2019 – Till Date

It is a subsidiary company of Nissin Corporation, Japan the leading logistics Company. Company involve in the business of Air freight Forwarding, Ocean Freight forwarding, Custom brokerage services, 3PL (Warehousing, distribution & Transportation) In Plant Logistics, Project Cargo Movement.

Manager Accounts:-

- Reporting to Sr. Manager , DGM & Director.
- Ensure timely payments of all statutory dues like E-TDS, GSTetc.
- Preparation of Monthly, Quarterly Results & Annual finalization of books, MIS etc.
- Handling Accounts Payable & Receivable including GL Scrutiny.
- Managed a team of 4-5 People.
- Filling of GST RETURN - GSTR-1, GSTR-2, GSTR-2A, GSTR-3, GSTR-3B.
- Dealing with GST department officials.
- Monitoring Budgets and comparing them with actual cost and revenues, variance analysis.
- Project Accounting & Costing.
- Logistics Direct Expenses; Indirect expenses: allocation, apportionment, re- apportionment and absorption of overhead costs
- Conducting Internal Audit, ICOFAR & Statutory Financial Audit.

ZEISS PHARMA LTD, PANCHKULA

Manager Accounts & Finance :-

Sept, 2015 – Jan, 2019

Managing day to day functioning of Accounts department -

- Reporting to Managing Director.
- Verification of invoices (including Import Invoices) & assurance for payment with in time as per P.O.
- To ensure all Invoices posting on day to day/Monthly Basis & provisioning of expenses on monthly basis.
- Handling all export relating activity including documentation, dealing with CHA etc.
- Ensure timely payments of all statutory dues like E-TDS, Service Tax, Sales Tax, Excise, WCT, GST etc.
- Checking of dispatch advices (domestic & export) & export commission.
- Preparation of Monthly, Quarterly Results & finalization of books with FAR Register (including depreciation Chart as IT & Company Act).
- Handling Accounts Payable & Receivable including GL Scrutiny.
- Refund related to GST & dealing with GST department officials.

Costing: -

- Cost Analysis, Budgeting and Forecasting, Cost Control, Pricing and Product Costing, Decision Support, Cost Audit

Banking/Financial Activities: -

- Preparation of Monthly DP Stock Statement & FFR I & II Report for banker on quarterly basis.
- Banking Work –ILC & FLC and Fund Management
- Documentary Credit or Letter of Credit(L/C),Foreign Documentary Credit or Foreign Letter of Credit (F L/C), Documentary Collection (Payment Collections against Bill), Handling Short Term & long Term Receivable & Fund Management, Packing/Pre-shipment Credit in Foreign Currency, Post Shipment Finance(Export Bill discounted, Negotiated, Advance agst. export bills sent on collections basis, Advance agst claims of Duty Drawback.)

GST :-

- Filling of GST RETURN - GSTR-1, GSTR-2, GSTR-2A, GSTR-3, GSTR-3B

TDS :-

- Deducting TDS which is applicable & making its payment monthly (e.g. TDS on labor charges (Contractor), TDS on Rent, TDS on Salary, TDS on Professional or Technical Services etc.)
- Filling Quarterly E-TDS Return & Issuing TDS Certificates (Preparing Required Database).

Sr. Accounts Executive/Accountant:

- Ensure compliance of various commercial legislation related to sales tax, VAT ,central excise, service tax, stores accounts etc,
- Ensure timely deposit of tax, filing of monthly and annual returns.
- TDS & Income Tax & MIS, Compliance with the Accounting Standards.
- Taking care of end to end accounts of manufacturing unit, Funds Management, Sales Tax & VAT Returns.



SURYA PHARMACEUTICAL LIMITED

Its business focuses on Contract Manufacturing, Custom Synthesis, FTE Research, and the manufacture and marketing of pharmaceuticals products and services to clients across the globe, and its product portfolio includes a range of Active Pharmaceutical Ingredients (APIs), Fine Intermediates, Finished Drug Formulations (FDFs), Phyto Pharmaceuticals and CRAMS. Surya Group having turnover 1700 crores in FY-2010-11.

Nov, 06 - Feb, 10

Sr. Accounts Executive:

Nov ,10 – May, 13

- Ensure compliance of various commercial legislation related to sales tax, VAT ,central excise, service tax, stores accounts etc., Timely business information is presented to managers to assist them in decision making.
- Monitor Expenditure against budgets and advise managers of any significant variances.
- Ensure timely deposit of tax, filing of monthly and annual returns.
- TDS & Income Tax & MIS, Develop and control a centralized accounting system to ensure that accounts are effectively managed, Compliance with the Accounting Standards.
- All Types of Reconciliation of accounts, Imprest, Excise, Branch accounts Reconciliation etc.
- Assist to Costing Depart. :- Materials: accounting and control systems procedures and techniques; Labour: accounting, incentive schemes and control systems and procedures; Direct Expenses; Indirect expenses: allocation, apportionment, re- apportionment and absorption of overhead costs.

CORE VALUE

Team Spirit, Customer Orientation, Cost conscious, Creativity, Analytical Skills, Initiative, Achievement – orientation

CONTACT INFORMATION

Address (Permanent)	:	#592/B-1, Rathpur colony, Pinjore, Distt- Panchkula (Hararyana)-134102
Address (Temporary)	:	#294, Sector- 55, Gurugram.
Date of Birth	:	25-04-1981
Father Name	:	Sh. Mohana Lal
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