

## KUMAR ABHIMANYU

S/O Late Shyam Kumar Karn, E – 17, Anand vihar colony, Bhoothnath Road, Distt- Patna(Bihar)

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### ACCOUNTS & FINANCE PROFESSIONAL

Seeking a position to utilize my skills and abilities in an Industry that offers professional growth while being resourceful

- An ambitious professional with **experience of over 15 years across Accounting Functions, Financial Operations, Administration & Management and Bank Reconciliation**. Currently working as an **Accounts Executive with Mediversal Healthcare Pvt Ltd, Patna**
- Well versed in **establishing, streamlining, strengthening and control of Accounts and Finance related functions**.
- Adept at **managing day-to-day business accounting functions as well as commercial & administrative functions** for smooth operations.
- Good knowledge of **mobilizing and managing financial resources to meet company's long and short-term financial needs**.
- Recognized as a hands-on, proactive individual who can rapidly identify financial and business problems, formulate tactical plans, initiate change and implement effective business strategies in challenging environments.

### AREAS OF EXPERTISE

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- Planning and executing monthly / quarterly / annual closure schedules; providing monthly financial statements and administering the closing process
- Ensuring reclassification and accounting of wrong or unaccounted entries prior to closure of the general ledger
- Preparing and presenting weekly and monthly management reports on cost & benefit analysis, productivity analysis, inventory turnover analysis and cost variance analysis
- Controlling and maintaining fixed assets; streamlining reports & entries, undertaking physical verification of assets and ensuring that all assets are ensured at the correct value
- Conducting operational, financial, process and systems audits designed to review and appraise the client organization's activities, systems and controls

### EMPLOYMENT DETAILS

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**23 Aug-24 to till date as Accounts Executive with Mediversal Healthcare Pvt Ltd, Patna (Bihar)**

#### Key Result Areas:

- Accountable for the:
  - Maintenance of cash & bank books
  - Processing the Creditors payment
  - Preparation of the debtor statements and accounts receivable statements
  - Feeding Financial transactions like Receipt, payment, Sales, Purchases. income and Expenses into Accounting Software Tally
  - TDS Deduction as per statutory compliances
- Carrying out reconciliation of:
  - Sundry Debtors/Creditors Ledger
  - Petty cash books
  - GSTR2B
  - TDS Payable
  - Daily, Monthly and Annually Revenue
  - Bank Statements
  - Epf and ESIC Payable
- Ensuring that the external audit requirements like Cross checking of document which tally with schedules are met
- Acting as an integral part of the team to assist in preparation of annual schedule which involves Financial & accounting activities

**28-02-2024 to 20-08-2024 as Account Executive with Shrinivas(Gujrat) Laboratory Pvt Ltd, Patna (Bihar)**

**Key Result Areas:**

- Accountable for the:
  - Maintenance of cash & bank books
  - Processing the Creditors payment
  - Purchase Reconciliation with GRN Reports
  - Preparation of the debtor statements and accounts receivable statements
  - Feeding Financial transactions like Receipt, payment, Sales, Purchases. income and Expenses into Accounting Software Tally
  - TDS Deduction as per statutory compliances
- Carrying out reconciliation of:
  - Sundry Debtors/Creditors Ledger
  - Petty cash books
  - GSTR2B
  - TDS Payable
  - Daily, Monthly and Annually Revenue
  - Bank Statements
  - Epf and ESIC Payable
- Ensuring that the external audit requirements like Cross checking of document which tally with schedules are met
- Acting as an integral part of the team to assist in preparation of annual schedule which involves Financial & accounting activities
- Handling the preparation of:
  - Reporting against the external auditor note
  - Monthly Finance Report
  - Inventory Status Report
  - Fixed Asset Schedule on monthly basis
  - Bank Reconciliation Statement

**May'23 to Jan'24 as Accounts Executive with Panacea Hospital, Patna (Bihar)**

**Key Result Areas:**

- Accountable for the:
  - Maintenance of cash & bank books
  - Processing the Creditors payment
  - Preparation of the debtor statements and accounts receivable statements
  - Feeding Financial transactions like Receipt, payment, Sales, Purchases. income and Expenses into Accounting Software Tally
  - TDS Deduction as per statutory compliances
- Carrying out reconciliation of:
  - Sundry Debtors/Creditors Ledger
  - Petty cash books
  - GSTR2B
  - TDS Payable
  - Daily, Monthly and Annually Revenue
  - Bank Statements
  - Epf and ESIC Payable
- Ensuring that the external audit requirements like Cross checking of document which tally with schedules are met
- Acting as an integral part of the team to assist in preparation of annual schedule which involves Financial & accounting activities
- Handling the preparation of:
  - Reporting against the external auditor note
  - Monthly Finance Report
  - Inventory Status Report
  - Fixed Asset Schedule on monthly basis
  - Bank Reconciliation Statement

**Oct' 2018 – Apr 2023 Date as Accounts Executive with Rattirams Overseas Pvt Ltd, Bangalore (Karnataka)**

**Key Result Areas:**

- Accountable for the:
  - Maintenance of cash & bank books
  - Processing the Creditors payment
  - Preparation of the debtor statements and accounts receivable statements
  - Feeding Financial transactions like Receipt, payment and Expenses into Accounting Software Tally
- Carrying out reconciliation of:
  - Ledger
  - Petty cash books
  - GSTR2B
  - TDS

- Daily and Monthly Revenue
- Ensuring that the external audit requirements like Cross checking of document which tally with schedules are met
- Acting as an integral part of the team to assist in preparation of annual schedule which involves Financial & accounting activities
- Handling the preparation of:
  - Reporting against the external auditor note
  - Monthly Finance Report
  - Inventory Status Report
  - Fixed Asset Schedule on monthly basis
  - Bank Reconciliation Statement

#### **August' 2013 – Sep' 2018 with Berger Paints India Pvt Ltd, Patna (Bihar)**

##### **Key Result Areas:**

- Maintenance of Cash and Bank Books
- Involved in the maintenance of inventory register which involved Inventory valuation report, Inventory flow report
- Handled the preparation of:
  - Receipt and Payment Statements
  - Bank Reconciliation Statement
  - Monthly financial reports, MIS Reports
  - Fixed Assets Report

##### **EDUCATION**

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- **B.Com.(Accountancy Honours)** from Magadh University, Bodh gaya,2012, With 61%
- **I.Com** From BSEB , Patna 2009, Ist Division With 63%
- 10<sup>th</sup> from BSEB, Patna,2006, 2<sup>nd</sup> Division with 58%.

##### **Technical Skills**

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Diploma in Computer Application + Tally Prime , Oracle & Advance Excel.

##### **PERSONAL DETAILS**

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Marital Status	:	Single
Sex	:	Male
Date of Birth	:	05 Feb 1991
Language Known	:	English and Hindi
Nationality	:	Indian
Hobbies	:	Travelling, Watching Movies, Listening Music
Permanent Address	:	Anand Vihar Colony Bhoothnath Road, Patna (Bihar) Pin Code - 800026

Place : Patna

Signature

Date :

(KUMAR ABHIMANYU)

