

SUMMARY

Accounts Executive at Shyam Metals, specializing in Capex and Asset Accounting with expertise in SAP S/4 HANA, MIS reporting, auditor coordination, and operational efficiency. Strong collaborator with a focus on financial health and project success. Former Political Correspondent at IPAC, managing large-scale campaigns and strategic analysis.

Core Competencies: Asset Accounting | Project Management | Budgeting | MIS Reporting | SAP S/4 HANA (FICO, PS) | Auditor Coordination | Financial Compliance.

EXPERIENCE

Accounts Executive**Shyam Metals and Energy Limited (Feb 2023 – Present)****Capex & Asset Accounting Department**

- **Project Management & Budgeting:** Develop project structures in SAP, manage project budget and coordinated with plant officials, project teams, purchase and payable team to ensure smooth execution, resource utilization, and budget adherence, while providing actionable insights through MIS reports to monitor performance and resolve variances.
- **Mining Projects:** Handle financial aspects of mining projects, including cost tracking and budget adherence and prepare detailed financial reports to monitor and evaluate the progress and profitability of mining operations.
- **Operational Oversight:** Ensure the smooth functioning of ongoing projects, including mining projects, through meticulous planning and MIS reporting.
- **Asset Accounts:** Create and manage company assets in SAP, ensuring compliance with organizational policies and prepare detailed review reports for asset creation and compiled comprehensive reports on assets.
- **Auditor Coordination:** Collaborate seamlessly with statutory and compliance auditors, facilitating the timely completion of audits by addressing queries, providing necessary documentation, and ensuring adherence to regulatory standards.
- **Ledger Reconciliation:** Monitor and guide the Ledger Reconciliation Team, ensuring accuracy and completeness of financial data through regular checks and reviews.

Political Correspondent**Indian Political Action Committee (Sep 2020 - Jul 2022)****Assembly Coordinator - West Bengal & Punjab**

- Directed and supervised major political campaigns, ensuring timely and strategic execution across key assemblies.

District Coordinator - Uttar Pradesh, Himachal Pradesh & Chhattisgarh

- Executed strategic campaigns across 10 districts of Western Uttar Pradesh.
- Conducted surveys, interviews, and social listening to develop data-backed strategies for political organization.
- Recruited, trained, and managed over 50 volunteers to enhance campaign efficiency and impact.

EDUCATION

MBA - Finance & Accounts

Amity Online University, Noida (U.P.) (July 2024 - June 2026 Expected)

Bachelor of Commerce

Pt. Ravishankar Shukla University, Raipur (C.G.) (Apr 2014 - Mar 2017)

SKILLS

- **Tools & Systems:** SAP S/4 HANA (FICO, PS), Advanced Excel, MS Office.
- **Soft Skills:** Team Leadership, Financial Reporting, MIS Preparation, Auditor Coordination.
- **Technical Expertise:** Asset Accounting, Project Accounting, Ledger Reconciliation.

ACHIEVEMENT

Shyam Shabash Award

Commitment to excellence has earned the Shyam Shabash Award for performance in the department.