



ANOOP KUMAR MISRA

Accomplished GST Trained Professional

Expertise in Financial Accounting and Analysis with hands-on experience in preparation of financial statements as per Accounting Standards. Proficient in filing GST Returns, preparing quarterly GST Reports and withholding tax returns

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Profile Summary

- Result-oriented professional with an experience of over 21 years in managing the entire gamut of Finance & Accounting matters of leading organizations (Corporate & Small Business Environments)
- Currently associated with NEW ERA SOLUTIONS PVT.LTD., Delhi as Accounts & Finance Head.
- Experience in managing operations related to GST implementation at item level and applied HSN/SAC codes to individual items for determining the GST rates.
- Significant knowledge of returns submission, maintenance of records as per GST rules & regulations, reconciliation of SGST, CGST, IGST input credits & output with vendors; devised and deployed multiple cost- savings initiatives resulting in a 20% reduction in company expenditures.
- Skilled in developing tax plans, handling appeals & assessments and ensuring timely payment and e-filing of returns & assessments of Income Tax FACELESS ASSESSMENTS(e-campaign) vide compliance portal, GST (GSTR 3B & GSTR 1), Service Tax, Sales Tax and Excise.
- Proficient in fixed assets management, resolving NPA, budgeting, cash forecasts, working capital management, payables & receivables, audits, reconciliations, banking matters and statutory compliance
- Received 'Best Employee of the Year' Award in year 2010 for exceptional contribution in financial analysis at Superior Technologies Pvt. Ltd., New Delhi & in 2015 with S.G. ENGINEERS.
- Possess strong analytical, problem solving, planning and decision-making skills.



Education



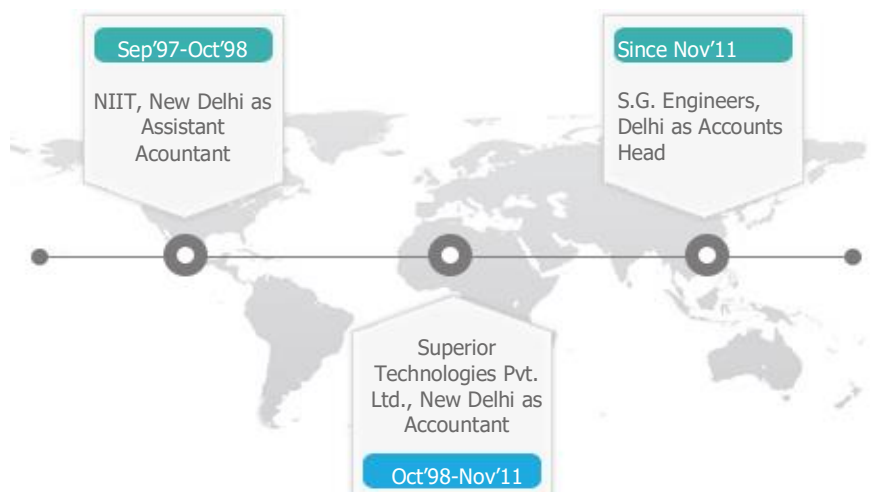
Core Competencies

GST Transition & Migration	★★★★★
Financial & Strategic Planning	★★★★★
Financial & Internal Controller	★★★★★
Budgeting & Forecasting	★★★★★
New System Implementation	★★★★★
Team Building & Leadership	★★★★★
Risk Management	★★★★★

- MBA (Finance) from Symbiosis University, Pune in 2009
- GNIIT Course from NIIT, New Delhi in 1998
- B.Com. from Delhi University in 1997



Career Timeline





Work Experience

From Dec.'2020 till now

Nov'11 to nov.'2020

NEW ERA SOLUTIONS PVT.LTD. as HEAD OF ACCOUNTS AND FINANCE

S.G. Engineers, Delhi as Accounts HEAD

Key Result Areas

- Managing GST implementation projects and online filing of GST returns (GSTR-1, GSTR-2 & GSTR-3), GSTR 3B, Tran-1 GST including GSTR-5, GSTR-6, GSTR-9 & GSTR-11 and GST payment
- Administering overall monthly, quarterly & yearly closure of accounts, preparing quarterly GST Report, finalization & reconciliation of books of accounts and also Spearheading maintenance of petty cash book and reconciliation between main cash book & petty cash book; conducting bank & debtors' reconciliation and made cash & bank payment entries
- Leading day-to-day activities in terms of GST Laws by identifying & developing internal systems
- Developing budget and financial plans, initiating corrective actions and also establishing collection process resulting in increased cash flow
- Maintaining books of accounts; managing premium collections; coordinating with internal auditors and finalizing the accounts at regional level
- Preparing & maintaining P.F. & ESIC records and filing returns thereof and also facilitating Factory Act Registration and renewal of BIS & ISO Certification; acquiring statutory forms from time to time
- Managing various administrative matters such as organizing hotel accommodation and conferences & meetings with high profiled business tycoons for acquiring tenders in favor of the company
- Reviewing balance sheet accounts and profit & loss.
- Dealing with FINANCIAL INSTITUTIONS for getting better rates for CC LIMITS.

Highlights:

- Devised and deployed multiple cost-savings initiatives resulting in a 20% reduction in company expenditures
- Enhanced the accounting process to capture all the revenue drivers and properly record valid intercompany transactions
- Helping company in getting benefits under Budgetary Support Scheme in hilly areas under GST
- Managed preparation of P&L accounts, balance sheet, cash, bank books & general ledger of 7 sister concerns of the company supported by a team of 7 people
- Assisted in filing for GST Returns in 7 different states and also provided consultancy to small businesses in filing GST Returns and also completed intercompany reconciliation and liaised with sister divisions
- Prepared internal and external financial and tax statements for review by corporate and external Audit Teams
- Availed exemptions and subsidy for a major unit in Himachal Pradesh, from time to time and also prepared documents to avail exemptions from Excise Department, Pollution Department, Sales Tax Department and many others
- Achieved significant amount of cost saving from measures such as hiring female employees, avoiding permanent layoff, reducing travelling expenses by adopting videoconferencing, initiating job sharing by two or more employees
- Reviewed Balance Sheet reconciliations prepared by the team for closure that included open, unusual and aged items
- Monitored all purchase & expense accruals that aged more than 30 days and also ensured timely reversal of over accruals

Superior Technologies Pvt. Ltd., New Delhi as Accountant Key Result Areas

- Supervised overall finalization & reconciliation of books of accounts and preparation of P&L accounts, balance sheet, cash, bank books & general ledger also prepared & maintained PLA, RG23A Part- I & II, RG23C Part- I & II registers

Oct'98-Nov'11

- ▶ Assisted in the improvement of financial management and internal controls by creating and following up on policies and procedures to minimize and control loss of inventory
- ▶ Regulated debtors/creditors and managed bank & debtors' reconciliation, quantity reconciliation of stock also ensured compliance to budgetary plans and conducted variance analysis for tracking deviations
- ▶ Monitored status of collections & availability of funds and reported on same to senior management
- ▶ Finalized salary sheets, PF/ESIC statements, challans and bonus of employees and filed monthly & quarterly return of Sales Tax (DVAT) and E-TDS of individuals

Highlights:

- ▶ Compiled and presented detailed monthly, quarterly reports for Senior Management perusal and acted as the focal point in preparation year-end documents
- ▶ Created and implemented accounting policies and practices supporting the new accounting automated system, updated by me as per time to time requirement
- ▶ Enhanced the accounting process to capture all the revenue drivers and properly record valid intercompany transactions
- ▶ Received 'Best Employee of the Year' award in year 2010 for exceptional contribution in financial analysis
- ▶ Played a key accounting role on various project teams ensuring mandates completed in accordance with company financial guidelines and budgetary allowances
- ▶ Introduced electronic creation, delivery, authorization, storage, management and processing of financial documentation thereby reducing manual administrative efforts, reducing requirement of space & supporting environmental policies also transited company's dependency on print, photocopy, post & manual filing of paper documents using DOS based Accounting System.

- ▶ Latest help the company in getting **MORATORIUM** offered by **RBI** during **COVID-19** And always help the company to get Working Capital Loans **CC AND BG** LIMITS from the banks offering lower **MCLR/EBLR RLLR** rates.



Seminars

- ▶ Attended many seminars on GST organized by GST councils in different states
- ▶ Attended several seminars arranged by Delhi Sales Tax, Income Tax and Excise Department



IT Skills

- ▶ MS office and Tally ERP 9