

VAIBHAV TANEJA

Objective

To utilize my knowledge and experience to the fullest and demonstrate my technical and business skills to contribute towards the growth and success of the company and therefore, myself.

Professional Experience. (Accounts & Finance)

Key Skills & Responsibilities :-

Accounts Receivable, Accounts Payables, MIS Reporting (Management & Operational), Taxation (Working, Payments & Returns) General Ledger, Budgeting, Banking, Cash Flow, Internal & Statutory Audit, Handling Payroll, Debtors/Creditors Reconciliation, GL Reconciliation , scrutinizes of Books of Accounts & Prepared Balance sheet.

Apr-20 to Till Date

Juniper Green Energy Pvt Ltd, Gurugram

Role- Asst. Manager - Accounts.

- Responsible for Account Payables, Working on Multiple ERP
- Responsible Quarterly TDS Return & Monthly Deposition.
- Responsible Monthly GST Reconciliation, Return & Monthly Deposition
- Responsible for process foreign payments.
- Process Suppliers invoices with 100% accuracy as per Indian accounting standard
- Book invoices PO, Non-Po and ensure compliances, TDS, GST, WCT
- Book Advances as per agreed terms in PO/Sub-contract
- Intercompany Reconciliation
- Monitor Purchase Orders and liaise with procurement team for PO receipting / GRN and resolving PO discrepancies
- Ensure vendor statements are reconciled every month.
- Implement best practices and process improvements
- Analyze and perform Month End Close tasks
- Ensuring Timely Prepared Quarterly B/S & P&L.
- Auditing and verifying documents.
- Accountable for external & internal audits Responsible for reporting Monthly & fortnightly report for bank and top management.

Feb-2018 to Mar-20

**Ashiana Maintenance Services LLP, Delhi
(A subsidiary of Ashiana Housing Limited)**

Role- Corporate Manager - Accounts.

- Implement Billing software in organization and also implement the accounting process
- Ensuring Timely Prepared Quarterly B/S & P&L.
- Implement Café Software in organization and also implement the accounting policy.
- Coordination and report to Management in respect to the all financial transaction.
- Timely Billing & Compliance of Maintenance
- All functions of accounting up to preparing financials for tax return.
- Ensuring Timely & Accurate Filling Tax Payments & Returns. (TDS, GST)
- Cash Management, Budgeting, and Financial Analysis.
- Ensure timely and accurate processing of all accounts payable and receivables.
- Monitor receipt of all income, and financial commitments.
- Manage All Location cash flow.
- Independently create and maintain detailed financial reports.
- Prepare analysis and reconciliation of monthly financial activity.
- Cost management, including monitoring of project profitability.
- Leads all quarterly financial review and annual audit activities.
- Coordinate with Team members working on the same account to ensure consistent service.

July-2015 to Jan-2018

Focus Energy Ltd, Gurgaon

Role- Senior Account Executive

- Evaluates and makes appropriate improvements to internal accounting processes ensuring that practices are in line with the overall goals of the organization.
- Performs a variety of tasks.
- Auditing and verifying accounting system as team leader.
- Managing team workloads and deadlines.
- Auditing and verifying documents.
- Cost management.
- Responsible for reporting Monthly & fortnightly report for bank and top management.
- Responsible Quarterly TDS Return & Monthly Deposition.
- Responsible for monthly Deposition of Goods Service Tax.

- Responsible for Checking and verifying Daily and Monthly Transactions.
- Responsible for Cash handling and usage of cash.
- Responsible for Maintain Liquidity and working capital.
- Responsible for Bank and Vendor reconciliation, Stock and inventory reconciliation, Making Salary.

April 2012 to July 2015

Innovative Build estates Pvt Ltd, Gurgaon

Role- Accountant

- Majorly responsible for Funding Process of the company.
- Responsible for Timely payment and collection.
- Responsible for reporting Monthly & fortnightly report for bank and top management.
- Responsible Prepare Quarterly TDS Return & Monthly Deposition.
- Independently handled whole books of accounts in all the mentioned Companies.
- Responsible for reporting Monthly & fortnightly report for bank and top management.
- Reconcile the Daily and Monthly Transactions.
- Responsible for Demand draft, Cheque and by RTGS payment.
- Responsible for the Proper Documentation and all banking transactions.
- Responsible for the Grievance Handling of company.
- Responsible for Represent the company and its products.
- Responsible for maintain Proper Communication between bank and company.
- Handle all Legal Issues of the company.
- Bank Reconciliation.
- Letter drafting

Dec 2010 – April 2012

SBI-Life Insurance Company Limited, Srinagar

Role- Sales Support Associate

- Scrutiny of new proposals and further requirements as per company's policies, Financial, underwriting & AML guidelines.
- Handling customer services & resolving their issues by best efforts.
- Handling cash transactions and bank reconciliation, Cash Management.
- Making Cash / Cheque receipts for renewal premiums and new proposals.
- Submitting all types of reports related with Branch operations, making MIS, Escalation etc.
- Ensuring the proper feeding and cross checking of form before sending to exchange.
- Managing Petty Cash.
- Cashiering.
- Vendor's management

Computer Specialization

- ☐ Microsoft Office, Familiar with excel.
- ☐ Tally ERP 9, Tally 9, POS.
- ☐ Knowledge of TDS PAC and Salary Tds Pac.

Educational Qualification.

2010	Kurushetra University	MBA	72 %
2007	Garhwal University	B.Com	52 %
2004	Uttarakhand Board	HSC	55 %
2002	Uttarakhand Board	SSC.	45 %

Career Scan:-

- Won 1st prize in Ad-mad show as a team organized by (GITM)
- Won 2nd prize in Group discussion organized by (GITM)
- Won 2nd prize in Youth festival organized by (G.G.I)
- Won 2nd prize in singing by (G.G.I)

Vocational Training

- **Organization:** Reliance Money, Yamunnagar
- **Project:** Targeting and Positioning Strategy of Financial Product/Services Offered
- **Synopsis of Project Report:**

During my summer Internship, I have carried out my project on “Products of reliance general insurance & consumer awareness regarding their products” in RELIANCE MONEY. In this I have studied about the consumer awareness towards the general insurance products. The objective was to analysis the insurance policies of RELIANCE MONEY and consumer perception regarding their products.

Personal Details.

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Date :-

Place:-

Yours Truly ,

(Vaibhav Taneja)

