

# **RESUME**

**ANUJ KUMAR**

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Father's Name: Late Shri Om Prakash

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## **Snapshot:**

Prudent, disciplined, and self-motivated leader with around 19 years of experience in accounts & finance fields. Presently designated as Senior Manager (Accounts) with Cirus Defence Private Limited in Gurugram. Deft identified the problems, managing issues and escalation for all reported cases. Developing management information for the organization. Strong communication & team building skills with proficiency at grasping new concept quickly & utilizing the same productively.

## **Educational Qualification:**

- GST (Goods & Services Tax) Certification Course from Henry Harvin Education Noida
- MBA (Finance) from NIMS University Jaipur in 2015
- M.Com from M.J.P. Rohilkhand University Bareilly in 2006.
- Three Years Articleship under the norms of ICAI.

## **Expertise:**

- Ensure regulatory and statutory compliance with Income Tax, TDS, GST, EPF, etc for remittance, returns filling and all other requirements.
- Finalization of Balance Sheet
- Submit MIS report to the management for clearly indicating the cash inflow and outflow along with the utilization of funds demonstrating each head separately
- Preparation of financial related reports for investors, stakeholders and bankers.
- Engage with the Business and Operations teams to align financial management with short- and long-term financial planning and projections
- Working on Tally Prime, FAMS & CBS Software
- Payroll Processing and disbursement of Salary
- Coordinating preparation of quarterly report to investors
- Liaising with banks for account set-up, wire transfers, fee negotiation & manage of Entire Banking operation
- Documentation of Income Tax Assessment & TDS Assessment
- Prepare of Investors Pitching Report
- Independent handling of Statutory & Internal Auditor

## **Major Achievements:**

- Independently handling service tax audit of 5 years.
- Developing & implementing various format & like projects control sheet, project-wise collection of debtors and cash inflow management.
- Independently handling of TDS Assessment.
- Independently handling of EPF inspection.
- Preparation of details of income tax assessment.
- Actively participation in Special audit conducted by Ministry of Agriculture.
- Winning of outstanding performance award last three years.

## **Experience:**

- **Company Name** – Cirus Group of Companies engaged in defence related equipment and services like Drones, Radar, Unmanned Aerial Vehicle (UAV), HDEP Boats & innovative solutions in the field of 'Defence and Security' for varied Defence and Civil applications.

**Designation** – Senior Manager (Accounts)

**Tenure** - January 2022 to till date

### **Current Job Profile:**

- *Managed the daily affairs successfully monitored entire banking and accounts operations*
  - *Day to day updation of Books of Accounts*
  - *Working knowledge of GST*
  - *Prepare Payroll, PF deposit and salary disbursement*
  - *Co-ordination and finalize of different types of Vendors and consultant.*
  - *Handling of Administration activity & Coordination with vendors.*
  - *Prepare tender documents*
  - *Prepare projected and audited balance sheet and profit and loss account of all four companies of Cirus Groups*
  - *Coordinate of secretarial work and compliance with MCA.*
  - *Prepare of Investors Pitching Report.*
  - *Preparation of TDS return & Income Tax Return*
  - *Trademark registration, Gem Registration & Defence eProcurement Registration & coordination with consultant for patent activity.*
  - *Coordination with bank regarding all activities related to bank accounts*
  - *Prepare Monthly balance sheet & profit & loss account*
- **Company Name** – Ujala Credit Co-Operative Society Limited the society to help its members to grow financially by helping them to invest their savings in various schemes an also helping them to grow by providing loans.

**Designation** – Senior Manager (Accounts)

**Tenure** - October 2014 to December 2021

### **Job Profile:**

- *Managed the daily affairs with cross-functional team at different branches including regional officers and successfully monitored entire banking and accounts operations.*
  - *Coordination with banks, providing them data as when required & negotiating with banks for debt placement at fund level & also develop healthy relationship with different banks.*
  - *Engage with the Business and Operations teams to align financial management with short- and long-term financial planning and projections.*
  - *Ensure TDS deduction timely preparation and filing of TDS returns and distribution of TDS Certificates.*
  - *Actively involved day to day transaction like maturity payment, vender payment, loan disbursement via NEFT/RTGS & cheques & keeping an eye on opportunities to save money.*
  - *Preparing quarterly and annual expense budgets for funds, investment holding companies and manager entities*
  - *Preparation and review of repayment schedules of lenders as per loan agreement and successful resolution of the same in case of any variance. Handling different Banker/Lender's queries/reporting.*
  - *Participation in MIS Preparation including branch-wise profitability and projected cash flows & Monthly balance sheet & profit & loss account*
  - *Preparing monthly Interest Sheet for interest cost related to term loan/NCD/ECB and Managing cash flows on daily basis.*
  - *Coordinating preparation of quarterly report to investors & point of contact for investor queries, ensuring quick response time*
  - *Actively engaged with statutory auditors in execution of audit & finalisation of Balance Sheet of the company as well as filling of income tax return & annual return.*
  - *Preparation of payroll & maintain the payroll register GreytHR Software.*
  - *Coordination to IT department for making the various types of reports in software.*
  - *Independently handling of TDS assessment.*
  - *Maintain of fixed assets register in FAMS software.*
  - *Preparation of monthly report of branches to provide the State Registrar*
- **Company Name** – Entura Hydro Tasmania India Pvt. Ltd. engaged in consultancy services in power fields of engineering.

**Designation** – Assistant Manager (Accounts)

**Tenure** - April 2008 to September 2014

### **Job Profile:**

- *Generation of Sales Invoices and updation in accounting software thereon.*

- Debtors Management and updation of collection.
  - Debtor aging and handling Day-to-Day correspondence with client Independently
  - Ensure TDS deduction u/s 192B, 194C, 194I, 194J, 195 & timely preparation and filing of TDS returns.
  - Reconciliation of TDS certificate collected from client with books.
  - Service Tax work including computation, deposit of service tax, Input credit Register and filing of return on timely basis.
  - Comparison Budgeted Income with Actual Income.
  - Participation in MIS Preparation including Project-wise profitability and cash flows.
  - Actively engaged with statutory auditors in execution of audit & finalisation of Balance Sheet of the company as well as filling of income tax return.
  - Assistance to the Company secretary handling the ROC matters on retainer-ship basis such as obtaining Digital signatures, filing of Annual return, maintenance of statutory records & minutes of the meetings as per Companies Act etc.
  - Compliance of FEMA and RBI guidelines with respect foreign remittances & annual returns of RBI.
  - Preparation of payroll & maintain the register of employees leaves Handling EPF & ESI
  - Coordination with Parent Company staff in Australia.
- **Company Name** – LEA Associates South Asia Pvt. Ltd. engaged in consultancy services in various fields of engineering.  
**Designation** – Junior Manager (Accounts)  
**Tenure** - June 2006 to April 2008

**Job Profile:**

- Regular follow-up, generation of Sales Invoices and updation in accounting software thereon.
  - Debtors Management and updation of collection.
  - Debtor aging and handling Day-to-Day correspondence with client independently.
  - Preparation and submission of Invoices/claims/debit note to the client as per Contract Agreement.
  - Reconciliation of TDS certificate collected from client with books.
  - Salary Allocation on the basis of Time Sheet.
  - Service Tax work including computation, deposit of service tax, Input credit Register (Site wise) and filing of return on timely basis.
  - Service tax payable (liability) reconciliation with Sundry Debtors.
  - Correspondence with concerned person & client in preparation/extension of bank guarantee
- **Company Name** – M/s Global Enterprises engaged in roads restoration, construction of residential buildings & apartments.  
**Designation** – Accounts Executive  
**Tenure** - May 2003 to May 2006
- Job Profile:**  
Accounting of Day-to-Day transactions, maintenance of Cash & Bank Book, liaisoning with Bank, preparation of bank reconciliation, compliance of statutory requirements like maintenance of VAT records & preparation of VAT return, MIS preparation & reporting to Senior Manager (F & A).
- Nov. 2001 to March 2003: Engaged with M/s Goel & Joshi Associates (Chartered Accountant Firm) as an Audit Manager.
  - August 1998 to August 2001: Article ship under the valuable guidance of Renu Jagdish & Co. During articleship & previous employments handled various assignments which are listed below:

**Statutory Audit:**

- M/s Cottage Industries Exposition Ltd. (CIE) engaged in manufacturing and export of carpets, linen, antiques & handicraft items.
- M/s S.M. International being manufacturer & 100% exporter of garments.
- Mohit Fashion Private Limited.

**Internal Audit:**

- Bharat Sanchar Nigam Ltd. (BSNL) Gurgaon & Karnal.
- India Drugs Pharmaceutical Ltd. (IDPL) Gurgaon & Capital Cable India Pvt. Ltd

Review of internal control weaknesses of the company and suggested various recommendations in this regard.

**(Anuj Kumar)**