

Shailendra Singh Dalal

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Looking for challenging opportunities in Export Import Operations Activities,& Accounting, Finance & Taxation.

Career Summary

- 16 years of rich experience in export operations, financial planning in Commercial Operation, Accounting & Reporting (Export-Import), Export/Import MIS Reporting to Management, Taxation.
- Sound experience in Financial Analysis & Reporting for profit monitoring, working capital & asset management.
- Proficient in extracting Export documentation. Strong knowledge of Government Policies & regulations.
- Maintains statutory compliance of the operation & its related activities.
- An effective communicator with excellent organizational, analytical and negotiation skills.

Skills Set:**Accounts, Book-keeping and Taxation**

- Preparing & maintaining statutory books of accounts; Reconciliation of Financial statements in compliance with the norms.
- Trend & Variance Analysis of the company, analyzing the expenditure on a monthly basis to control expenses.
- Maintaining complete Books of Accounts (Tally ERP), Bank Reconciliations, Debtors and Creditors Reconciliations, Maintain credit terms of clients and inform sales team about any overdue payments. Familiar with TDS Provisions, Proficiency in Tally and CRM
- GST accounting/Returns/Tax Calculation/ E-invoice's/E-way Bills,/GSTR-9, RJ 23 Registered, Book Mentioning & E returns for Excise, Income tax assessment, TDS payment & E-TDS quarterly return TDS Return, Revise Return, Download console File & Form 16 & 16A details.
- Issue Debit/Credit Note as per difference in billing amount, quantity and other adjustment.
- Issue 15 CA certificate to attested online in Income Tax & Download form for Import Payments
- Supervising and monitoring overdue status, bills payable, accounts payable & accounts Receivable, general ledger and fund deployment/ utilization.
- Preparing contract and export documents and managing the financial and business risks Involved.
- Processing of Purchase Bills of Raw Material, Asset & Passing Bills of expenses from various Departments
- Implementing training courses for new recruits

Export Import

- Coordinate with Direct Shipping Line and planning for Booking/Stuffing/Handover/Rail Out details/ Online filing of SI, booking, Form 13/6, TR with relevant authorities on relevant platforms such as ODEX, MMD3, INTTRA. Tracking and giving updates of shipments to clients..
- Preparing export documents by Air/Sea and Planning for Shipment Done as Correspondent Buyer's, Merchandiser, and Packing Department.
- Manage DG Shipments and non DG cargo planning and get booking from shipping line.
- Import Duty Calculation & Preparing Import Documents.
- Import LC opening & Payment Process with Bank as per Condition.
- Realization to GR and Follow Letter of Credit Term & Condition's, Coordinate with Bank for PSL/PCL Credit Limit and maintain.
- Issuing Import Licenses through Council's Like AEPC for Import Goods & Material.
- Preparing Focus Licenses Documents & Submitted, Pre Shipment Documents (Invoice , Packing list ,B/L Draft ,GSP Draft, Send Booking for shipment, Drawback Calculation for particular Item, Insurance, Check the Marking of All Items, CHA handling.)
- Post Shipment Documents Buyer Documents, Bank Document, BRC.
- Correspondence with bank for fine exchange rates for export realizations, Bill discount, Forward Booking, Commission & Other charges, Make the forward booking and clear the same accordingly
- Maintain an up to-date Profile of All our buyers, Agents, Freight forwarder and CHAs for current and future Reference.

Work Experience:

- Presently Serving "**Wheel India SCM Solution Pvt Ltd**" Assistant manager in Okhla, New Delhi since August 2015.
- Worked in "**Parkash International**" in Parkash Group of Company, for Export Import House in New Delhi Since February 2013 to July 2015 as Senior Executive accounts Cum Export Documents.
- Worked in "**Kashmir Fabric Industries**" A Manufacturer cum Export house of Hi-fashion woven and knitted shawls in Delhi Since October 2007 to February 2013 as Manager Accounts/Exports.
- Worked in "**Nath Bros Exim International Ltd.**" Account executive in Delhi, a Garments Exporter from April 2006 to October 2007
- Worked in "**Chaudhary & Sons (Forging) Pvt. Ltd.**" Post for executive Ghaziabad from August 2004 to April 2006

Academia:

- M.com from C.C.S. University, Meerut, Uttar Pradesh in 2004.
- B.com from C.C.S. University, Meerut, Uttar Pradesh in 2002.
- Intermediate from U.P. Board, Allahabad in 1999
- High School from U.P. Board, Allahabad in 1997

Computer Knowledge:

Packages : MS Office, Oracle, Paint, Photoshop and Tally9.3, Tally ERP,Tally Prime

- Diploma in Industrial Accountant from ICA (The Institute of Computer Accountant) Ghaziabad.
- Microsoft certified professional (MCP) Local Area Networking LAN Base for training INT Delhi.
- Cisco Certified Networking Associate (CCNA) Wide Area networking WAN Base for training INT Delhi.

Preparing summary reports in word & Excel Sheets

- DSR REPORT WITH PIVOT TABLE
- V-lookup/PivotTable
- TDS detail statements
- Wages & Salary Sheets
- Issue Export Performance Statement
- Maintain all party record in one Excel sheet with using Hyperlink

Personal Information:

- Father's name - Udayvir Singh Dalal
- Date of birth - 6th Nov. 1981
- Language know - English, Hindi, Gujrati
- Hobbies - Net-surfing, playing chess & travelling

Own conveyance:- Bike

Strength:- Discipline, ready to shoulder any responsibility round the clock working capacity positive approach.

Date:

Place: Ghaziabad

(Shailendra Singh Dalal)