**AJAY KUMAR SINGH**

**Mobile** 9312178890 ~ **E-Mail**: ajay\_singh255@yahoo.com

**Seeking middle to top level assignments in Finance & Accounts with a frontline organization**

***Budgeting / MIS/ Branch Accounting / Fund Management & Disbursement / Billing / GST / Vendor payment / Credit Control / Outstanding/ collection / Creditor and Debtor Reconciliation***

**BRIEF OVERVIEW**

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* Offering nearly18 years ‘of experience in the areas of Accounts, Finance, Receivables /Payables, Store Accounting and Inventory Management working for Logistics, Warehousing, Transportation Agro & Commodity and Supply Chain Management and NGO industry.
* **Currently associated with Total Logistics India Pvt. Ltd., Delhi as Accounts Manager;** extensive experience in conceptualizing and implementing financial procedures with working capital management, profit monitoring and building internal financial controls.
* Proficient in preparing statutory books of accounts, deft at managing day to day commercial, cash & accounting functions in co-ordination with internal / external departments for smooth financial operations.
* Experienced in effective inventory control through setting up quantity and quality limits based on sales and overall business plans.
* Adept in ascertaining needs and goals, streamlining operations and envisioning new concepts. Well versed with SAP, Tally 9.2, MS Office, Window XP, and SQL.
* Experienced in accounts operations including maintenance of Books of Accounts, Taxation Audits, and Income Tax, Sales Tax Audit, Profession Tax & Service Tax Assessment etc.
* Possess strong skills in preparing &maintaining Data Entry, Purchase Register, Sales Register, Bank Book, Cash Book, Petty Cash Book, Journal Register, TDS, Professional Tax, Sales Tax, works related with Accounts, Advance Register, etc.
* An effective communicator with good relationship management and skills with ability to lead teams.

**AREAS OF EXPERTISE**

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 Finance & Accounts

* Preparing account up to finalization and maintaining of account, statutory books of accounts viz., purchase, sales, journal, ledger, cashbook, bank book, Fixed Assets and subsidiaries in compliance with time & accuracy norms.
* Presenting a true and fair view of the financial position of the company by preparing financial statements viz, P&L Account, Balance Sheet and annual reports.

Reconciling Inter Branch Accounts and monitoring branch records.

Auditing and Taxation

* Preparing Audit Reports and making recommendations in order to ensure that accounts are prepared and maintained in conformance to statutory obligations.
* Overseeing management of Sales Tax/ Income Tax / Service Tax / Custom / TDS / Profession Tax assessment in coordination with the department requirements.
* Filling of statutory returns- a) Manual: - Service Tax, Profession Tax.

Statutory Compliance/Administration

* Interfacing with statutory authorities and Internal and Statutory Auditors Sales Tax, TDS, Income Tax & Service Tax during Audit.
* Managing activities for sales administration and coordination ensuring accomplishment of the given tasks.

Stock Management/ MIS

* Supervising inventory including stock verification and rectification ensuring ready availability to meet the market demand.
* Preparing MIS Reports, Daily Flash Reports of Sales, Collection and TT amounts to provide feedback to Sales Managers and top management on financial performance.

Inventory Management

* Managing stores operations ensuring optimum inventory levels to achieve maximum cost savings without hampering the sales plans.
* Overseeing packaging, Distribution Network/Supply Chain for distributing goods from warehouse to the stores for achievement of targets within specified parameters.
* Negotiating with transporters, etc. to achieve seamless and cost-effective movement of consignment, ensuring timely deliveries.

**EMPLOYMENT RECITAL**

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**Accounts Manager with Total Logistics India Pvt. Ltd., Delhi Since Jul’04**

**Growth Path**

**Feb 2001 – May 2002 Accounts Officer**

**June 2002 – March 2004 Accounts Executive**

**Since April 2004 Accounts Manager**

**Highlights:**

* Monitoring all accounts and finance activities in north region as Regional Accounts Head, handling legal and administration. Managing day to day commercial, cash & accounting functions in co-ordination with internal / external departments for smooth financial operations.
* Presenting a true and fair view of the financial position of the company by preparing financial statements viz, P&L Account, Balance Sheet and annual reports.
* Efficiently implemented new on house accounting software for logistics and cargo division (Oracle Database) in north location.

**Accounts Assistant with CRY (Chile Relief & You), Delhi Jun’02 – Jul’04**

**Highlights:**

* Accomplished all types of accounting job e.g. Cash Payment, Bank Payment, Journal Ledger & Trial Balance and all types of accounting jobs in Agni Finance Software.

**Accounts Assistant with Datamation Pvt. Ltd., Delhi Feb’01 – May’02**

**Highlights:**

* Handled accounting work like Cash, Bank, etc.
* Played a key role in preparing Cash & Bank Voucher & Data Entry in Tally.

**ACADEMIA**

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B.Com. and M. Com. from Magadh University, Bodh Gaya

*Other Qualifications*

Advance Diploma Course form NIIT.

'O' Level from Govt. Polytechnic.

**IT FORTE: MS Office, MS Windows XP, SAP, Tally 9.2 and SQL Server.**

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**PERSONAL DOSSIER**

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Date of Birth : 25th July 1974

Address : UG-3, B1/61, DLF Dilshad Ext. 2, Ghaziabad 201005.

Languages Known : Hindi & English

Preferred Location : Delhi, NOIDA & Gurgaon