

CURRICULUM VITAE

YOGESH JAGOREE

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Linkdin:-

CAREER OBJECTIVE

To get a challenging position in a professional organization where I can enhance my knowledge, skills and strength in conjunction with the company's goal and objective to reach at the top of my career.

WORK EXPERIENCE

Working With Authbridge Research Services Pvt Ltd as an Associate Manager *Finance & Accounts from 6th July 23 to Till Date.

- Prepare & Publish Sales, AR, Revenue, Unbilled related MIS & Dashboards
- Reconcile daily AR Ledger and verify proper posting in ERP D365
- Reconcile Monthly Revenue with the Clear tax Portal and publish.
- Matching daily receipts against the open invoices and ensure timely settlement.
- Customer account reconciliation & TDS reconciliation with the Help of 26 AS
- Reporting: Collection forecasting, Collection tracking, Overdue cases, Open AR,
- Assisting the business team by providing an overview of the payment history and DSO of each customer.
- Support Business team with new customer onboarding documentation.
- Maintaining documentation for compliance & audits.
- Established co-ordination between billing team and collection team on Invoice & collection dispute.

Worked with **Housing.com (A Group of REA India, (Makaan.com, Housing.com, Prop Tiger.com))** from 18th June 2018 to 21st April 2023 as an **Associate -Finance**

Invoicing

- Generation of Tax Invoice/CN & E-Invoice of Aarde- Home Loan, Data Lab, Makaan, Housing.com, Proptiger.com
- Maintaining Master tracker of all entity
- Validate data before raising the Invoices with the Support team.
- Period Balance confirmations with customers
- Maintenance & Reconcile SOAs of channels partners.

Compliance

- Provide GST data on monthly basis of all Entity
- Regular coordination and reconciliation with the Tax team Ensuring GST compliances and data matching with Tax records
- Solve query of Tax team of all entity Like provide correct GSTN of Client, Party Name, Invoice series, Place of supply
- Provide the Information related past invoice 'query as per required Tax Team
- Reconciliation of tax input entries (TDS/TCS Receivables)

Monthly Closing & Accounting

- Reconciliation and Closure of Invoicing entries in Net suite on weekly basis and on monthly basis by 4th calendar day of every month as per the monthly checklist
- Monthly Invoicing Walk and reconciliation between the Order Management system and accounting records Intercompany Invoicing & Accounting
- Prepare Monthly MIS, Debtor Ageing, Invoice period analysis, Collection MIS & Other Ad hoc Reports
- Unearned & unbilled reconciliation on monthly Basis,
- Prepared write off walk as per credit Policy.
- Prepared Revenue/ Expense schedule on monthly basis and matched with MIS data
- Prepared cash Flow and Fund flow of all entity.
- Participated with FPA team on quarterly budget forecasting and variance analysis.

Collection and Bank Reconciliation

- Uploading Monthly Revenue collection of Housing in ERP (Netsuite)
- Reconcile the Revenue of Locon as per provided by RCM Team
- Monthly reconcile the all bank of Housing .com ,Proptiger.com, Makaan.com,
- Validate the collection data with the credit control team before finalizing the Monthly collection Report.

Discount & Pass back

- Processing Discount & Pass back as per the TAT
- Timely & Correct Processing as per the policy and ensure credit into correct bank account no's

Audit

- Coordination with Auditors for the Data requirements and closure
- Provide all information related invoice and collection for Internal Auditor
- Prepare Monthly Audit schedule as per Financial Statement.

Inter-Company Reconciliation

- Making inter-company or related party financial transactions and recordings
- Prepared reconciliation of inter-company transactions on regular intervals
- Raised Intercompany Invoice for provided Services for the related parties.

Accounts Payable

- Manage the Vendor payment. Process the Vendor Payment through IMPS/NEFT, prepare the Expenses report on the month Basis.
- Manage account payable Functions verify and approved the vouchers (Journal and Payment & Authorize in software) and proper checking of the GL with Cost center wise.
- Verify and Checking of the Vendor's bill, Employee reimbursement, Petty Cash and Travel advance. All types of Opex and capex bills and checking the PO with quotations.
- Fund Planning of the Payable Team (ECF payment and Vendor payment).
- Maintain books of accounts with cost centre wise.
- Bulk Payments File upload in Bank portal & Payment of the Foreign services.
- Prepare the provisions with dashboard and maintain tracker also. Prepaid accounting and Maintain tracker also

- Computation of the TDS on monthly basis.
- Tax deposit on monthly basic (TDS/TCS/EL/Professional Tax/ESIC and EPF Also)

Worked with **International Land Developers Pvt Ltd** from 15th Oct 2016 to 30th Apr-2018 as a Sr. Accounts & Finance Executive.

Job Responsibilities

- General Accounting & Invoice Processing
- Knowledge of GST and GST 3b, Returns, GST R1, GST R2, Working.
- Passing of Running Bills
- Prepare Bank Reconciliation & Cash management
- Making RTGS & NEFT of various Bank
- Preparing Checks of various party and handling day to day Cash
- Preparation and filing of TDS Returns & Service Returns
- Issue of TDS Certificate and TDS Reconciliation parties wise
- Creditors & Debtors Analysis and Vendor Management
- Making payments of admin and operational expenditure etc
- Preparing Investment deal of various Investors
- Preparing of Bank Guarantee of Various Bank and Maintaining Bank Guarantee Tracker
- Prepare Estimated projection reports of Financial statement (P&L A/c, Balance sheet, cash flow, fund flow Trail balance)
- Providing information required by auditors on quarterly basis
- Prepare MIS Reports and making daily reports required by management

Worked with **Ashish & Associate (Cost Accountant Firm)** from 10th October 2014 to 10th Oct 2016 as a Accounts & Costing Executive.

Job Responsibilities

- Handling of day-to-day Books of Accounts.
- Post Accounting Entries (Bank Cash vouchers Receipts & Payment)
- Timely Payment of TDS & Vat.
- Maintain & Verify Vouchers & Ledgers.
- Bank Reconciliation & Prepare cheque.
- Filing Income Tax returns.
- Prepare P&L A/c, Balance sheet, cash flow, fund flow Trail balance and various Financial Statement,
- Coordination with senior Executive regarding accounts & taxation related matters.
- Preparation of Cost Records of Bansal wires & MSL Jindal Group.
- Conducting Concurrent Audit & Cash Verification Audit of Axis bank & Indian Bank.
- Prepare Cost Sheet Cost Records & cost Compliance Repots of various Co.
- Prepared and issued Captive Consumption Certificates (CAS-4).

Accounts & PF Executive in SUSHILJEET PURIA & CO. (CHARTERED ACCOUNTANT FIRM) Since 21st June 2008 to 10th Jun 2009

Skills

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|---------------------------------------|-------------------------------------|
| • Accounting & Auditing | Recording & MIS reporting |
| • Reconciliation & Variance analysis | Performance Tracking and Evaluation |
| • Intercompany Recording & settlement | Debtors Management |
| • Budgeting & forecasting | Cash Flow Management |

PROFESSIONAL AND ACADEMIC QUALIFICATION

- **COST & MANAGEMENT ACCOUNTANT**- from THE INSTITUTE OF COST ACCOUNTANTS OF INDIA, New Delhi.
- **MBA (Finance)** from **SIKKIM MANIPAL UNIVERSITY** (Distance Learning.)
- Successfully completed **B. Com (Pass)** from **PGDAV College** (Morng) **University of Delhi.**
- Passed Senior Secondary Examination with **Commerce** stream from **CBSE New Delhi.**
- Passed Secondary Examination from **CBSE New Delhi.**

PERSONAL INFORMATION

Date of Birth	: 26.10.1986
Sex	: Male
Father's Name	: Mr. Krishan Lal Jagoree
Mother's Name	: Mrs. Kamlesh Jagoree
Marital Status	: Married
Nationality	: Indian
Languages Known	: English & Hindi

Date:

Place:

(YOGESH JAGOREE)

