



Sanjay Kumar Singh

Sr. Zonal Branch F&A Manager – North India

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Professional Summary & Assignments

**Finance & Accounts / Budgeting / Costing / Analysis, AR-AP / Treasury /
MIS / Taxation / Transfer Pricing**

EXECUTIVE PROFILE

- | | | |
|--------------------------------------|-------------------------|------------------------------|
| - Financial Planning & Control | - Budgeting Forecasting | - Costing Management |
| - Internal Control | - Financial Modelling | - Intercompany & Trade AR/AP |
| - Performance management & reporting | - Transfer Pricing | - Team Management |

Seasoned professional with **nearly 16 years** of extensive finance, budgeting, planning, administration & accounting experience in diverse industries. Proven ability to improve operations in international freight forwarding & logistics, impact business growth & maximize profits through achievements in finance management, cost reductions, internal control & productivity improvements. Proficient in conceptualizing and implementing financial procedures, including working capital management, internal financial controls and costing.

An excellent communicator with demonstrated capabilities in negotiating with statutory authorities for securing the sanctions and exemptions.

Business Skills

- Heading finance functions involving budget forecasting, planning, determining financial objectives, designing & implementing systems, policies & procedures to facilitate internal financial and process controls.
- Analyzing cost benefits & Designing business plans / strategies for maximizing the profitability & revenue generation and realizing corporate goals.
- Implementing systems, procedures & manuals for preparation & maintenance of statutory books of accounts & financial statements, ensuring compliance with statutory requirements.
- Managing the complete planning and management activities for ensuring completion of various types of audits within the time and cost parameters.
- Formulating annual budgets and conducting variance analysis to determine difference between projected & actual results and implementing corrective actions.
- Overseeing the preparation of MIS reports and the reconciliation statements as well as undertaking the analysis to assist top management.
- Monitoring inflow / outflow of funds, taking adequate measures to ensure optimum utilisation of available funds towards the accomplishment of organisational objectives.
- Evaluating internal control systems / procedures, preparing audit reports with a view to highlight the shortcomings and implementing necessary recommendations.
- Implementing stringent systems / measures to establish and maintain high security standards in compliance with prescribed statutory norms.
- Computing & arranging for timely deposit of taxes and filing of returns for timely completion of assessment and ensuring statutory compliance.

WORK EXPERIENCE

Jeena & Company (Jeena Logistics & Supply Chain); Since Jan '2021 to July '2024

Sr. Zonal Branch Finance & Accounts Manager – North India

Oversee the finance function of the northern region and to forecast cost, budgeting, implement accounting and financial policy set. Accredited for managing the streamlining of all account, especially Branch accounting, Budget, MIS & Reconciliation, resolution, Collections, Analysis of the GP ratio on a monthly basis and highlight if there is any anomalies for corrective actions and payment as per the organization procedures.

Key Result Areas

- ✦ Budgeting, Forecasting, Preparation and planning the yearly Branch Budget.
- ✦ Review business requirements and identify changes.
- ✦ Annual & monthly financial performance operating plans.
- ✦ Cost tracking & monitoring, Cost savings with the help of financial cost benefit analysis.
- ✦ To assist the branch with value added accounting analysis to support business needs.
- ✦ Timely and qualitative closure of MIS & accounting books on a monthly basis by 5th day of subsequent month.
- ✦ Conduct monthly MIS Meeting with the all stakeholders and taking corrective actions.
- ✦ Ensure proper financial & accounting data capturing, reporting and filing of timely returns.
- ✦ Timely and qualitative completion of statutory and Tax audit.

- ✦ Managing AR aging, collections, reconciliation, follow up, visiting to the customers and set a procedure.
- ✦ Weekly meeting for AR analysis, discussion and improvement of the collection to minimize exposure.
- ✦ Analyze of customers credentials and Passing of CAF, Vetting contracts and coordinating for its finalization.
- ✦ Reviewing and set up the customers SOP's by coordination with the respective stake holders.
- ✦ Monitoring DSO's with the target of 30 days, to save PDD's & Interest of the branch on a monthly basis.

- ✦ AP reconciliations, approval of vendors, supplier, Airlines, Shipping Lines, invoices , checking tax applicability, payment as per credit terms.
- ✦ Ensuring that the dues are settled within the prescribed limit to compliance for MSME, GST or any other.
- ✦ Monitoring cost control and in line budget and manage the funds as per plan.

- ✦ Agreement vetting by discussion with the all stake holders including customers.
- ✦ Managing of 3PL warehouse, arrangement of space, constructions of fit out, placing team, systems transportations.
- ✦ Statuary compliance by meeting with government official for license or registration as and when required i.e. Trade license , Shops and establishment registrations, GST registration, PF & ESI registrations and support during the performing of its audit etc.,
- ✦ Scrutinizing profitability report and monitoring Job loss of the branch on a weekly, monthly basis to minimize the losses.

- ✦ GSTR Registration, GST return filing, GSTR reconciliations, validating ITC (Input Tax Credit), response of the audit queries, attending hearings, and responding to departmental queries during assessments until orders are received.
- ✦ Monitoring TDS deductions and its payment return and Form 16 & 16a.
- ✦ Managing collections of the TDS certificate Form-16a issued by the customers for assessment purpose and reconciliations of it.

Hellmann Worldwide Logistics India Pvt. Ltd: Since May'2007 to Dec 2020
AGM Finance

Key Result Areas

- ✦ Budgeting & Forecasting, Financial planning with Interfacing with bank to manage treasury planning, organizing and controlling cash. Inward remittances, Outward remittances, follow up to get Exchange rate and it's conversion to maximize the return on the available cash, or minimize interest cost or mobilize as much cash as possible.
- ✦ Budgeting, Forecasting, Preparation and planning the yearly Branch Budget.
- ✦ Review business requirements and identify changes.
- ✦ Annual & monthly financial performance operating plans.
- ✦ Cost tracking & monitoring, Cost savings with the help of financial cost benefit analysis.
- ✦ Up-dating of Form 15CA / 15CB on Income tax portal for outward remittances.
- ✦ Filing of Form 3CAEC on income tax portal.
- ✦ Filing of FLA on RBI portal annually, Filing if FIRMS data for Share Capital relating information and arranging LEI-The Legal Entity Identifier from Bloomberg.
- ✦ Maintaining EEFC accounts and its conversion with good rate and it's Monthly reconciliations.
- ✦ Ensuring that AR are collected within approved credit terms and AP are paid in due course of time.
- ✦ Handling the daily follow-up with operational person for un-booked cost relating invoices and billing revenue invoices to avoid revenue leakage.
- ✦ Overseeing the settlement and reconciliation with overdue clients to keep accounts correct and up-to date.
- ✦ Executing the ageing analysis of accounts receivable and payable.
- ✦ Coordination for transfer pricing compliance of the company, Preparation of 3CEB, related party schedule, segmental and assisting in assessment.
- ✦ Deduction and deposited of TDS, Withholding Tax, GST, Tax on Reverse Charges, Tax Compliances.

- ✦ Monthly review of transactions for monthly reporting & Preparation of budget on yearly basis.
- ✦ Accredited for managing the streamlining of all account, especially intercompany reconciliation pending items, bank reconciliation and payment procedures.
- ✦ Successfully implemented internal **Sales billing** and **cost booking** process for Trade, Inter-company and overseas AR / AP.
- ✦ Implemented **Netting-off** process inclusive granting Netting off license from RBI and it's renewal time to time.

Ascent Air Private Limited [China, Turkish, & Malaysia Airlines], Gurgaon: June'04 – April' 07
Asst. Manager

Key Result Areas

- ✦ Ensuring accounting data is entered accurately, timely and per stipulated process.
- ✦ Ensuring AR collected per sales applications and entered in the system are appropriately vaulted and banked
- ✦ Ensure Bank reconciliation statements are prepared on a monthly basis for Collection & Current Accounts
- ✦ Track budget v/s actual spends (especially for marketing spends and member kits/offers/gifts) and prepare variance reports
- ✦ Ensure accuracy of Member accounts and Sundry Debtors on an ongoing basis for members and on a periodic basis for the company (within the region/zone) including conformity with sales procedures for cancellations of memberships and refunds
- ✦ Ensure sales channel commissions and sales incentives data is accurately maintained and communicated to corporate office for
- ✦ Ensure statutory compliance and payments (including employee and utility commitments) are appropriately tracked, communicated and actioned.
- ✦ Ensure data on fixed assets in the region/zone is recorded and maintained and that assets are adequately secured and inspected physically on a periodic basis
- ✦ Communicate and coordinate with Management and other colleagues to ensure needed information is provided
- ✦ Preparation and response/action for periodic/yearly internal/statutory audits.

Concorde Cargo Private Limited & Maersk Logistics, Delhi: Dec'01 – May'03
Assistant Manager

Key Result Areas

- ✦ Checking of CSR & Reconciliation with Bills raised to the customers.
- ✦ Overseeing the maintenance of shipping line / air lines and payment operations.
- ✦ Devising credit control policy and executing the analytical study of credit policies.
- ✦ Monitoring the credit collection activities in order to manage collection effectively.
- ✦ Managing the collection of TDS certificates.
- ✦ Monitoring the reconciliation of bank account and debtors control.
- ✦ Documentation for Bank guarantee, Documentation for outwards remittances
- ✦ Maintaining job register. Documentation for CHA renewal.
- ✦ Preparation of Outstanding on fortnightly basis.
- ✦ Reconciliations of the bank's, AR, AP accounts.
- ✦ Played vital role during joint ventures of Concorde Cargo to Measrk Concorde Airfreight Pvt Ltd.

Concorde Forex Division

- ✦ Documentation for outward \ inward remittance.
- ✦ Dealing with bank, like arrangement & documentation for bank guarantee, Financing.
- ✦ Preparation report for RBI- FLM 8.
- ✦ Preparation of Budget, its finalizations comparing with the monthly M.I.S
- ✦ Handling payroll, Salary register, P.F., E.S.I., Gratuity, Bonus, Incentives, Tax, Issuance of TDS certificates.

ARTICLESHIP

M/s Sawhney & associates, Chartered Accountants, New Delhi Article Clerk Feb '98 – Nov'01

EDUCATION & DEVELOPMENT

- ✦ MBA-Finance- Executive in 2012.
- ✦ C A Inter, 1999

- ✦ B.Com. (Hons.) from Delhi University in 1995.
- ✦ Computer Proficiency: Well versed with MS – Office, Sun, Pegasus, Tally, Google Sheet, Tableau, Oracle Netsuite, FA - Fox Pro Base Financial Package and Internet Applications based on AS 400.

Currently operating systems and software

- ✦ Oracle Netsuite for Accounting & Financial Reporting.
- ✦ Internet Applications in-house software for the Operational Activities equal to SAP.
- ✦ Tableau for the MIS reporting