**HIMANSHU VASHISHT**  
H.No. 775, Krishna Nagar, Ghaziabad, U.P. 201001  
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### ****PROFESSIONAL SUMMARY****

Detail- oriented and highly organized finance professional with extensive experience in accounting, financial reporting, and administration. Proficient in managing budgeting, forecasting, payroll, P&L, balance sheets, and tax compliance. Known for excellent analytical, problem-solving, and decision-making skills, with a proven ability to handle complex financial processes in a timely and efficient manner. Strong interpersonal and communication skills, committed to delivering results while adhering to high ethical standards.

### ****OBJECTIVE****

To secure a challenging position in a dynamic organization where I can apply my financial expertise and contribute meaningfully to the company's goals. Eager to enhance my professional and educational skills while fostering growth opportunities for long-term career development.

### ****KEY SKILLS****

* **Accounting & Financial Reporting**: Expertise in budgeting, forecasting, payroll, balance sheets, accounts payable/receivable, fund position & cash flow management.
* **Taxation & Compliance**: Strong knowledge of GST, TDS, PF, and ESIC payment & returns filing.
* **Auditing & Internal Controls**: assisted in finalizing audit, tax filings, and ensuring compliance with statutory requirements.
* **Software Proficiency**: Advanced skills in Tally ERP 9, MS Office, ERP, FoxPro, and accounting software.
* **Leadership & Team Management**: Ability to manage cross-functional teams, oversees departmental activities, and ensures smooth workflow.

### ****PROFESSIONAL EXPERIENCE****

### ****Assistant Manager (Accounts)****

**IILM Institute for Higher Education** – May 2024 – Present

* Manage vendor accounts, record sales, purchase, and journal vouchers on a daily basis.
* Oversee financial department activities, including budgeting, forecasting, payroll, P&L, balance sheets, accounts payable/receivable, and cash flow management.
* Prepare and review financial reports, including fund positions and cash flow statements.
* Ensure timely filing of tax compliance forms (GST, TDS, PF, ESIC), and assist auditors during audit finalization.
* Maintain accurate and up-to-date company accounts and ensure adherence to financial regulations.

#### ****Accounts & Administration Officer****

**Shri Ram Centre for Performing Arts (DCM Group)** – September 2018 to April 2024

* Managed daily accounting functions, including vendor accounts, sales, purchase, and journal entries.
* Responsible for preparing financial reports, handling payroll, and overseeing accounts payable/receivable.
* Maintained compliance with accounting deadlines, and prepared company accounts and tax returns for audits.
* Managed employee records, including payroll, leave, attendance, and outdoor activity records.
* Ensured timely GST and TDS return filings, and managed banking and cash book reconciliations.
* Oversaw purchase and administrative functions and independently handled the entire accounts department.
* Organized and managed corporate events, ensuring compliance with government regulations related to licenses, NOCs, and permits.

#### ****Accounts Officer****

**ECE Industries Ltd. (Birla Group)** – May 2017 to August 2018

* Managed accounts payable/receivable, ledgers, tax filings, and banking operations.
* Conducted branch and factory audits, verifying employee expenses, and reconciling accounts.
* Assisted with the preparation of budgets, financial reports, and management of factory and branch expenses.
* Handled ledger reconciliation, adjustments, and provided support during the finalization of audits.

#### ****Internal Auditor****

**Abbott Group** – December 2015 to May 2017

* Audited internal controls and warehouse operations, ensuring compliance with financial and operational procedures.
* Conducted physical stock verification, invoicing checks, and customer order audits.
* Monitored the dispatch of goods, breakage/expiry management, stock adjustments, and return credit notes.
* Provided comprehensive reporting and recommendations to management on internal control improvements.

### ****EDUCATION****

* **LLB** – CCS University
* **M.Com** – CCS University
* **B.Com** – Delhi University
* **12th** – CBSE Board
* **10th** – CBSE Board

### ****ADDITIONAL SKILLS****

* **Communication**: Excellent written and verbal communication skills in Hindi, English, Punjabi, and Urdu.
* **Problem Solving**: Strong analytical skills, able to solve complex financial and operational challenges.
* **Time Management**: Capable of handling multiple tasks simultaneously while meeting deadlines.
* **Leadership**: Ability to lead teams effectively and resolve conflicts efficiently.
* **Adaptability & Creativity**: Demonstrated ability to adapt to new environments and develop innovative solutions.

### ****PERSONAL DETAILS****

* **Father's Name**: Mr. Satya Dev Sharma
* **Date of Birth**: 09 July 1992
* **Marital Status**: Married
* **Languages Known**: Hindi, English, Punjabi, Urdu
* **Hobbies**: Traveling, Gym, Sports, Net Surfing, and Adventure Activities

### ****DECLARATION****

I hereby declare that the information provided above is true to the best of my knowledge and belief.

**Date:**   
**Place:**

**Signature**  
**(HIMANSHU VASHISHT)**