

Neeraj Kumar  
ICWA-INTER, PGDBM, B.Com (Hons.)

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Address: C 102 BASERA APPTT,  
Sector 49, Noida  
Experience: 18 years Along with SAP

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#### KEY SKILLS

A professionally qualified (inter) Cost Accountant and a team leader skilled in

- ☐ Management of Funds for Kundan and group of Companies
- ☐ Facilitating bank stock audit/ Inspections
- ☐ Finalization of consolidated and standalone financial statements
- ☐ Facilitating Statutory Audit
- ☐ Handling direct and indirect taxation matters.
- ☐ Proficient in provision of timely insurance for the property Kundan group Companies
- Export documents and gst refund

#### Computer Skills: SAP- ERP

#### COMPETENCIES

- ☐ Team player with strong execution & managerial skills

#### EDUCATION

- I.C.W.A. (INTER) with first Div. From ICWAI, New Delhi in 2015 with 65%.
- PG D B M passed with the First div. from DR. B. R. A. University, AGRA in 2003 with 61%.
- M.COM passed with the second div. from DR. B. R. A. University, AGRA in 2002 with 59%.
- B.COM passed with the second div. from Dr. B. R. A. University, AGRA in 1999 with 60%.

Diligent professional, General accountant having 18+ years of experience in manufacturing sector with some exposure of SAP & always striving towards the growth of both the organization and self.

#### PROFESSIONAL EXPERIENCE :-

Manager Accounts Kundan Concentrate Pvt Ltd , 03<sup>rd</sup> June 2023 to till date.

**Job Responsibility and Reporting:** Directing & monitoring all the functions related to Finance, Accounts & Taxation of parent and group companies and **Direct Reporting** to management regarding following functional areas:

##### Finance:

- Maintaining books of accounts for the companies
- Finalization of Balance Sheet & relevant schedule prepare & coordinate auditors.
- Prepare Income tax assessment document & follow up tax consultant.
- Prepare Account payable report and vendor payment.
- Prepare Account Receivables Report and monitoring accounts receivables
- Preparation of Cash Flow
- Preparation of Monthly MIS Report.
- To prepare & Submission TDS & TCS return & Gst return GSTR1 & GSTR 3B
- To prepare stock report

#### PAST EMPLOYMENT

Wings Biotech LLP as Manager Finance & Taxation (2.05.2019 to 31.05.2023.)

Kama Ayurveda Pvt. Ltd as Manager Finance & Taxation (22.05.2012 to 30.04.2019.)

AHUJA RADIOS as an Assistant Manager Accounts ( 01-05-2008 to 21.05.2012)

BMW STEEL LTD HATHRAS as an account assistant (01-4-2003 to 30-04-2008)

M/S Agarwal & Jalan (chartered accountant) as an account assistant (Part-time) from (1-5-2002 to 1-3-2003)

## **Personal Details:**

**Date of Birth:** 15.02.1979  
**Marital status:** Married

**Residing in own house in Noida for the last over 12 years.  
Present company Kundan Concentrate Pvt Ltd) has an annual turnover around Rs.500 crores its plant is located at Gandhi Dham, Gujarat and its corporate office is at Delhi.**

**He sits at Delhi office for 1 weeks and at plant (Gandhi Dham) for 3 week in a month.**

**Date:**

**Place:**