


TARUNN KUMAR PATHAK

CONTACT DETAILS

-  **tarunnkumarpathak@gmail.com**
-  **+91-9540144991**
-  **<https://linkedin.com/in/tarun-kumar-pathak-46082023>**

EDUCATION

-  **Pursuing CMA (The Insititue of Cost Accountants of India)**
- Master in Business Administration - (Finance) in 2009 from Savitribai Phule Pune University**
- Bachelor of Science in Mathematics Hon's in 2005 from JP University, Chapra, Bihar**

TECHNICAL SKILLS

- Computer Fundamentals & Internet Application and uses of MS Offices**
- Tally ERP 9, Tally Prime, SAP, Marg ERP**

CORE COMPETENCIES

- Accounts Payable & Receivable Management
- R2R (Record to Report)
- P2P (Procure to Pay)
- Consolidation of financial tasks.
- Tax Compliance (GST, Income Tax)
- Audit & Assurance
- General Ledger Reconciliation
- Intercompany Accounting
- Bank Reconciliation
- Vendor Management
- Cash Flow Management
- MIS Reporting
- Fixed Asset Management
- Payroll Administration
- Costing & Inventory Control
- Import/Export Accounting
- Treasury & Cash Management
- Statutory Compliance

PROFILE SUMMARY

- Seasoned Finance Professional with **15+ years** of experience driving financial and accounting excellence across diverse industries, with expertise in finalizing financial statements, managing audits, and ensuring statutory compliance.
- Proven Leader in Financial Operations, adept at managing end-to-end accounting processes, including balance sheet finalization, cash flow analysis, intercompany reconciliations, and consolidated general ledger operations.
- Specialist in Tax Compliance and Returns, proficient in GST (R1, R3B, R9), income tax, TDS, Invoice Management System (IMS), EPFO, ESIC filings, & direct/indirect tax audits, ensuring adherence to statutory requirements while minimizing risk.
- Master of Accounts Payable/Receivable operations, ensuring timely vendor payments, meticulous debtor reconciliations, and interest calculations on overdue accounts, contributing to optimized working capital management.
- Expert in Financial Audits & Reporting, skilled in auditing fixed assets, calculating depreciation, and preparing detailed MIS reports, delivering critical insights for informed decision-making by senior management.
- Experienced in Banking and Treasury Operations, adept at handling cash management, payment processing, and bank reconciliations, with a proven ability to streamline financial transactions and enhance operational efficiency.
- Skilled in Import/Export Accounting and currency fluctuation management, offering deep expertise in handling international financial transactions and maintaining compliance with regulatory bodies like IceGate for duty drawbacks.
- Proficient in Automation Tools & ERP Systems, with extensive knowledge of Tally ERP, Tally Prime, and Marg ERP, driving financial accuracy and efficiency through technology adoption.
- Strong Analytical and Problem-Solving Capabilities, with a keen commercial sense and goal-driven mindset, focused on resolving financial challenges and improving operational processes for continuous growth.
- Results-oriented Manager, experienced in overseeing payroll processing, inventory management, and ensuring the accurate transfer of salaries, enhancing organizational efficiency across financial operations.

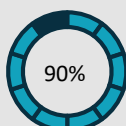
WORK EXPERIENCE

Xado India Lubricants Pvt. Ltd., New Delhi | Manager – Accounts & Finance | February 2022-Present

- Overseeing payment follow-ups with clients and vendors, ensuring timely payments and continuously reducing outstanding dues.
- Performing debtor-creditor reconciliations, ensuring accurate records are maintained and resolving discrepancies promptly.
- Leading the process of generating invoices, including e-invoicing and e-way bills, ensuring compliance with government regulations.
- Streamlining the invoicing process, reducing errors, and increasing operational efficiency through reconciliation checks.
- Managing all accounting tasks related to imports.
- Coordinating with clearing and forwarding agents (CFA) to ensure timely receipt of goods and accurate data entry in financial systems.
- Overseeing CFA data management to track the movement of goods, ensuring proper documentation, and resolving discrepancies related to shipments.
- Maintaining coordination with CFA partners to ensure smooth logistics operations and preventing delays in customs clearance.
- Ensuring compliance with all applicable tax regulations, particularly GST, by preparing and submitting returns for R1, 3B, and annual filings.
- Conducting GST reconciliation between GSTR-2B and purchase registers, ensuring accurate input tax credit claims and reporting.
- Finalizing and filing TDS returns, ensuring accurate calculations and timely submissions to regulatory authorities.
- Preparing detailed financial reports and analyses for management, focusing on key performance metrics, variances, and trends.
- Ascertaining the accuracy of financial statements by verifying and reconciling financial data on a monthly and quarterly basis.
- Ensuring compliance for all import transactions, preparing proper documentation for customs clearance, and paying duties.

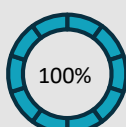
SOFT SKILLS

High Business Ethics Decision Making



Analytical Skills

Proactive



PERSONAL DETAILS

- **Address:** 2nd Floor, RZ 44/46, West Sagarpur, New Delhi 110046
- **Languages Known:** English, Hindi
- **Date of Birth:** 25th Feb.1982

Jain and Company, New Delhi | Manager - Accounts and Finance | January 2021- January 2022

- Delivering comprehensive accounting solutions to clients while adhering strictly to client agreements.
- Facilitating the finalization of financial statements, including Income Statements, Balance Sheets, and Cash Flow Statements.
- Orchestrating debtor and creditor reconciliations, calculating interest for overdue accounts, and determining bad debt provisions.
- Overseeing the maintenance of accurate accounts, processing invoices, E-way bills, E-invoices, and credit notes, while conducting bank reconciliations for clients.
- Supervising accounts payable and receivable processes to ensure timely payments in accordance with preset conditions.
- Administering cash and bank transactions, ensuring seamless payment processing.
- Coordinating vendor ledger reconciliations and calculating interest post-credit period.
- Auditing general ledgers, fixed assets, and calculating depreciation and provisions for depreciation.
- Providing precise costing information to management and assisting in payroll administration for successful salary disbursement.
- Executing EPFO & ESIC finalization, generating challans, and processing payments.
- Filing timely GST returns (GST R1, GST R3B, GST R9) while performing GST reconciliations (GST R2B & GST R2A), handling output liabilities payments, and managing adjustments from the GST ITC ledger.
- Handling TDS payments and filing returns.

Ananta Medicare Limited, New Delhi | Manager - Accounts and Finance | April 2019 – November 2020

- Managed import and export accounting, addressed exchange fluctuations, and reconciled duties with ICEGATE for duty drawback.
- Generated export invoices while maintaining accurate CFA data records.
- Ensured the proper maintenance of accounts, reconciled bank statements, processed invoices, E-way bills, and E-invoices, and reconciled company branch accounts.
- Audited physical stock, reconciled inventory with book records, and managed purchase accounts, including debit notes for stock discrepancies.
- Handled cash & bank transactions with efficiency; ensured smooth payment processing.
- Monitored vendor ledger reconciliations, followed up on payments, and calculated interest after the credit period.
- Managed banking operations and prepared bank reconciliation statements.
- Audited general ledgers, fixed assets, and calculated depreciation provisions.
- Provided management with accurate costing insights and supported payroll administration for seamless salary transfers.
- Finalized EPFO & ESIC amounts, generated challans, and ensured prompt payments.
- Filed timely GST returns, conducted GST reconciliations, managed output liabilities payments, and adjusted balances from the GST ITC ledger.

Xado India Lubricants Pvt. Ltd., New Delhi | Assistant Manager – Accounts | January 2012 – March 2019

- Maintained full books of accounts and reconciled company branch accounts.
- Recorded purchases, expenses, and handled bookkeeping tasks diligently.
- Managed debtor and creditor reconciliations to ensure accuracy and compliance.
- Supervised accounts payable operations, ensuring timely payments to suppliers within pre-set guidelines.
- Oversaw banking activities and prepared bank reconciliation statements for accurate financial records.
- Controlled inventory, managed stock allocation, dispatches, and conducted monthly expenditure analysis to optimize costs.
- Strategized receivables collection and payment schedules for creditors, including interest calculations post-credit period.
- Provided management with precise costing data, assisted in payroll administration, and ensured timely salary transfers.
- Finalized EPFO & ESIC amounts, generated challans; completed necessary payments.
- Reconciled excise duties, processed dealer invoices, maintained RG 23 D registers, and managed VAT-related tasks, including return filing and C-form management.

**Prenit World, New Delhi | Accounts Officer |
September 2010 – December 2011**

- Handled daily cash operations and managed petty cash transactions.
- Coordinated banking transactions, including issuing, receiving, depositing cheques.
- Followed up with vendors and distributors for payments, while maintaining up-to-date bookkeeping records.
- Performed bank account reconciliations to ensure accurate financial records.
- Maintained accounts payable records & managed weekly petty cash reimbursements.

**J K Sugar Ltd., Bareilly, Uttar Pradesh | Assistant Officer – Material |
October 2009 – July 2010**

- Prepared store receiving vouchers based on purchase orders and reconciled invoices against purchase orders.
- Issued materials from the store and maintained updated ledgers for inventory.
- Received physical stock, ensured proper documentation, and managed store material ledgers.
- Compiled store material MIS reports, tracked material receipts, and issues, and reported to management for strategic decision-making.