**Sant Kumar**

**Mobile:** +91- 9650937572

Address: H No- 96, Village-Tajupur, Faridabad

Email: Santk3@gmail.com

**Seeking Managerial Assignments in Finance/ Accounting / Auditing with an organisation of high repute.**

**EXECUTIVE SUMMARY**

* An astute professional with **over 10 years** of rich and extensive experience in Finance, Accounting, Auditing
* Presently associated with **Sampark India logistics Pvt. Ltd.** as **Member of finance and Accounts**
* Deft in preparing and maintaining statutory books of accounts with extensive knowledge in handling audits, and accounts related matters.
* Expertise at handling accounting functions in co-ordination with internal / external departments for smooth financial operations.
* A keen analyst with exceptional communication, negotiation and relationship management skills.

**PROFESSIONAL EXPERIENCE**

Sampark India Logistics Pvt.Ltd. Member of Finance Apr-2014 till date

Sampark Logistics Pvt. Ltd. Sr. Accounts Executive Jan 2009 –Apr 2014

**Key Result Areas:** Fund Management, General Accounting & Auditing.

**Accounting Functions:**

* Ensuring analyzing the expenditure on a monthly basis to proper accounting of and control expenses.
* Coordinating in the preparation and maintenance of P&L Account and Balance Sheet.
* Maintaining the MIS reports on daily basic, Weekly basic, Monthly basic.
* Analyzing the Sales as well as trading on Daily basic
* Reconciliation of Parties on Quarterly & Yearly Basic.
* Bank Reconciliation, CC limits maintenance
* Supervising and reviewing Invoicing, Investigate and resolve Billing and account adjustments
* Monitoring Balances of various accounts and related financial activity
* Preparing monthly Reports and assisting in month end closing

**Auditing Functions:**

* Appraising different audit areas of the organization in commensuration with contemporary auditing systems & procedures.
* Managing the complete planning and management activities for ensuring completion of internal and statutory audits within time.
* Conducting audits for evaluating internal control systems / procedures with a view to highlight the shortcomings and implementing necessary recommendations.

**Fund Management Functions**

* Cash Projections on Daily Basis on weekly Basis of all the branches throughout the country
* Monitoring & Handling Accounts Receivables, Ageing and Collection report on Weekly & monthly Basis
* Preparing Cash Budgets on monthly Basis
* Preparing Aging wise Creditor Report and Timely Payment to Vendors.

**Achievements:**

* Monthly Targets were always met easily
* Managed a team of 10 members
* Appreciated by client for meeting deadlines

**ACADEMIC CREDENTIALS**

2008 B.Com from Maharishi Dayanand University

2005 Senior Secondary from Haryana Board

**IT SKILLS**

* Six Months Diploma of Basis Computer
* Knowledge of tally 9 ERP
* Software knowledge – ERP, TMS, Saral TDS Software

**PERSONAL PROFILE**

**Date of Birth:** 9th August 1988

**Father Name:** Sh. Sheel Chand Arya

**Permanent Address:** H. No- 96, Village-Tajupur, Faridabad –121101

**Mobile:** +91-9650937572

**Marital Status:** Married

**(Sant Kumar)**