



SUBODH KUMAR SINGH

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EXECUTIVE PROFILE

Finance professional with extensive experience in financial management and compliance at Hansol Logistics India Pvt. Ltd. Proficient in Tally and Microsoft Office, driving accurate reporting and budgeting. Strong analytical skills facilitate timely reconciliations and strategic insights, enhancing financial performance.

COMMUNICATION SKILLS

- Language proficiency: English and Hindi
- Financial analysis
- Tax compliance and reporting
- Microsoft Office expertise
- Tally software proficiency
- ERP systems knowledge

CHRONOLOGY

MANAGER – FINANCE ACCOUNTS, 11/2010 - Current **Hansol Logistics India Pvt. Ltd.**, Gurgaon, India

- Directed financial functions, establishing objectives and designing systems for internal process controls.
- Monitored preparation of statutory accounts, ensuring timely and accurate reconciliation of bank and party balances.
- Oversaw financial statement preparation, including trial balance, profit and loss accounts, and payroll accounting.
- Conducted quarterly reconciliation of accounts receivable/payable and managed collection of balance confirmations.
- Maintained advance deposits and ensured accurate month-end balancing.
- Formulated annual budgets and performed variance analysis to identify discrepancies and implement corrective measures.
- Supervised preparation of MIS reports, including daily cash report and monthly cash flow analysis.
- Managed compliance with tax regulations through timely deposits and filings.

BRANCH ACCOUNTANT, 09/2009 - 11/2010 **JET AIRFREIGHT (IATA)**, Delhi, India

- Prepared PL report to provide insights on financial performance.
- Ensured compliance with accounting standards and regulations.
- Facilitated preparation of monthly payroll for timely employee compensation.

SR. ACCOUNTS EXECUTIVE, 10/2007 - 09/2009 **Air Travel Enterprises India Ltd. (IATA)**, Delhi, India

- Prepared PL report to analyze financial performance insights.
- Ensured compliance with accounting standards and regulations.
- Facilitated monthly payroll preparation for timely employee compensation.

- Supported internal and statutory audit processes to maintain transparency.

ACCOUNTS EXECUTIVE, 05/2005 - 10/2007

M/s. Sugal & Damani Group of Companies, India

- Reconciled bank accounts on a monthly basis to ensure accuracy of records.
- Performed month-end closing activities such as journal entries, accruals, reconciliations.
- Managed customer accounts by providing accurate invoices and payment information.
- Provided support in the preparation of annual audits by external auditors.

ACCOUNTS EXECUTIVE, 07/1998 - 05/2005

M/s. NTB Trans (India) Pvt. Ltd., India

- Reconciled bank accounts monthly to ensure record accuracy.
- Executed month-end closing activities, including journal entries and reconciliations.
- Managed customer accounts, delivering precise invoices and payment information.
- Supported preparation for annual audits conducted by external auditors.
- Maintained current vendor contracts and documentation related to accounts receivable and payable.
- Generated periodic reports detailing financial performance against budget goals.

**ACADEMIC
QUALIFICATIONS**

SAHU JAIN COLLEGE (MJP Rohilkhand University), Najibabad, 06/2001
M.Com

SIGNIFICANT HIGHLIGHTS

- I was a member of the winning team – Best Team Award in 2011
- I have won the award for Speedy Employee 2012
- I was a member of the winning team – Best Team Award 2017

HOBBIES AND INTERESTS

- Watching T.V.
- Socializing

CHRONOLOGY

- Hansol Logistics India Pvt. Ltd., Manager – Finance Accounts, 15/11/10, currently serving notice period, heading finance functions, determining financial objectives, designing and implementing systems to build procedures to facilitate internal process controls, monitoring the preparation of statutory books of accounts, bank and party reconciliation, and consolidation of reports in compliance with time and accuracy norms, overseeing financial statements including trial balance, profit and loss accounts, balance sheet, age-wise accounts payables, receivables statements, handling payroll accounting including preparation and finalization of monthly payroll and individual or employee computation
- Jet Airfreight (IATA), Delhi, accountant, 09/01/09, 11/01/10
- Air Travel Enterprises India Ltd (IATA), Delhi, Sr. Accounts executive, 10/01/07, 09/01/09
- M/s. Sugal & Damani Group of Companies, Accounts Executive, 05/01/2005, 10/01/2007
- M/s. NTB Trans (India) Pvt Ltd., Accounts Executive, 07/01/98, 05/01/05


**PERSONAL
INFORMATION**

- Expected Salary: Negotiable

- Father's Name: Sh. Dharam Pal Singh
- Notice Period: 30 Days
- Date of Birth: 11/14/77
- Marital Status: Married

LANGUAGES

Hindi: First Language

English:  B1
Intermediate (B1)

ACCOMPLISHMENTS

- I was a member of the winning Best Team award in 2017
- I have won the award for the Speedy Employee 2012

REFERENCES

References available upon request.