

VIJAY MUNDHRA

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||FINANCE & ACCOUNTS ||

Task-oriented professional, with the capability to manage multi-tasking and work under pressure; sticks on to process & procedures set by the management

CORE COMPETENCIES

Strategic Financial Planning
and Analysis /Control
Record to Report Process
Order to Cash Process
Accounts Payable
Accounting Operations
Internal Control/Audits
Cash Flow/ Fund Flow
Taxation/Tax Return Filling
MIS Management
Budgeting /
Cost Optimization
TDS/GST
Accounts Reconciliation
Project Report/
Documentation
Administration Operations
Vendor Payable
Management Fund
Team Management
Internal Audit / Statutory Audit/
Concurrent Audit

IT SKILLS

- ☐ MS-Office Package, Accounting Software (Tally ERP, Customized ERP)
- ☐ Microsoft Office

OTHER COURSES

- ☐ General Management & Communication Skill (GMCS) course organized by ICAI
- ☐ Diploma in Information System Audit (DISA) Certified by ICAI
- ☐ Pursuing IND AS Certification Course by Ernst & Young

PROFILE SUMMARY

- **Strategist visionary and implementer** with overall 11 years of experience (including articleship) in spearheading the entire **Finance & Accounting Operations, Internal Audit and Statutory Audit** with consistent record of delivering in cost, growth, revenue & profitability
- **Track record of having successfully** performing financial planning, budgeting, forecasting and project cost analysis, fund management, working capital management and investments
- **Hands-on experience in:**
 - Analysing business operation, trends, costs, revenues, financial commitments, and obligations to project future revenues and expenses or to provide advice and report the outcome as part of monthly MIS
 - Examining and analysing accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards during Internal Audit, Statutory Audit.
- **Spearheaded finance & accounting functions** involving designing and implementing accounting systems & procedures as per regulatory and legal requirements including taxation, dividends, annual report and accounts
- **Skilled in coordinating planning & management activities** for ensuring completion of internal & statutory audits; computing & arranging timely deposit of taxes & filing returns for timely completion of assessment and ensuring statutory compliance
- **Expertise in identifying areas of strength & weaknesses** in the financial function, drive controllership of taxation area and manage systems effectively to improve efficiency, increase cost saving, productivity & bottom line
- **Professional excellence at managing** day-to-day commercial, cash & accounting functions in co-ordination with internal / external departments for smooth financial operations

EDUCATION

- CA in 2015
- CS in 2012
- Bachelor of Commerce from Umesh Chandra College, Kolkata in 2008
- 12th from Board of Rajasthan in 2005
- 10th from Adarsh Vidya Mandir, Rajasthan Board in 2003

WORK EXPERIENCE

May,19 with Jangloo's Chandak Creations Private Limited as an Senior Manager Accounts & Finance.
Feb'16-Apr'19 with Eveready Industries India Limited, Kolkata, as an Assistant Manager- Internal Audit.

Key Result Areas:

- Managing finance functions involving determining financial objectives, designing & implementing systems, policies & procedures to facilitate internal financial controls
- Devising need-based business strategies for maximizing profitability & revenue generation & realizing organizational goals
- Developing and maintaining adequate internal control system, preparing annual and periodic financial results, submitting them to the management for review and control the finances
- Preparing Monthly MIS of Financial Statement, Debtors with its Ageing, Creditors with its Ageing and submitted to Management for their Review and to provide feedback to top management on financial performance, fund management, credit control, profitability
- Monthly Compliances of GST, TDS, PF, ESI, P.Tax and its Reconciliation with Books.
- Preparation of Stock Statement on Monthly Basis for submission to Bank.
- Reconciliation of Branch, Plant accounts with Head Office Accounts on monthly Basis.
- Formulating budgets and conducting variance analysis to determine difference between projected figures & actual expenditure and implementing corrective actions
- Managing of various expenses of warehouse, transportation, utility, labour, security, electricity, rent & so on
- Liaising and negotiating with banks and financial institutions for raising fund and non-fund based facilities to meet working capital and project requirements
- Designing and implementing systems & procedures; preparation of financial statements & annual reports
- Liasoning with Banks regarding CC, BG & Term Loans
- Interfacing with various-tax authorities for timely filing of TDS, Goods and Service Tax.
- Ensuring compliance to the govt. rules and regulations as lay down by statutory authorities for assessment and filing Goods and Service Tax and Income Tax returns
- Liaising with statutory/ internal/ Cost auditors for timely completion of audits & implementation of audit observations
- Reviewing existing processes, and leading the implementation of systems aimed at enhancing process and operational efficiency of the organisation

ARTICLESHIP

A.K.Meharia & Associates, Kolkata
Audit Assistant.

June'14 to Aug'15

Sarp & Associates, Kolkata
Article Assistant

Feb'12 to Jan'14

B.M.Chatrath & Co., Kolkata
Article Assistant

Feb'11 to Jan'12

TRAINING

- Microsoft Office Suite
- Internet Operations
- Tally ERP-9
- Customized ERP Software.

PERSONAL DETAILS

Date of Birth: 31st August 1988

Languages Known: English, Hindi, Bengali & Marwari

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