

CURRICULUM VITAE

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MOHIT TANEJA

CAREER OBJECTIVE

A Career in a reputable organization with challenging opportunities for growth and shouldering responsibilities in any suitable position to prepare for emerging advances with intent to serve the company..

TECHNICAL STRENGTH

- Certification in TALLY with basic fundamentals of computer MS office ,MS Excels Etc.
- Certification in Income Tax Practitioner with all Compliances of Income tax Act, 1961.
- Certification in Goods & Service Tax Practitioner with all Compliances of Goods & Service Tax Act, 2017.

WORKINGS

- Currently Working As Manager In Finance & Taxation with Pancarbo Greenfuels Private limited (150 KL Ethanol Plant)
- As Manager In Finance & Accounts at Delhi In Noble Group -Sum Home appliances Pvt Ltd (Turnover 650 Crores-3 Plants (Rajasthan & Noida) Manufacturing of AC, Refrigerator, LED, Washing Machine (white label Products- For Tata /Daenycx Brands)
- As Head Account & Finance with MEDINAIN Co. (Turnover 350 Crores) Delhi Based ,A Surgical items like OT Light-Flange, Dome And Ot Tables ,Suction Machine – Manufacturing Co. Including Export And Import From 52 Countries (approx). (2021 to 2023)
- As Sr Manager in Finance at NYG Energy Solutions Pvt Ltd, Gurgaon as a Sr Manager in Finance & Accounts. (Deals in IT and Dhbn And Uhbvn Services) (2019 to 2021)
- At the Post of Finance head at Minda Multispecialty Hospital 100 bedded (Unit of Trust under CSR of Spark Minda & Ashok Minda Group) as Account Manager (2016 to 2019)
- At the Post of Sr Manager in Accounts For Two & half year in Ravindra Hospital & Heart Care Centre, Hisar & Hisar Cath Lab ,100 bed Multispecialty hospital (having TPA & ECHS Empanelment) (2014 to September 2016)
- As An Assistant Accountant For 2 Year in R.D. Cotton Industry ,Jind By Pass, Hansi. (2012 to 2014)

SKILLS

- Accounts As Book Keeping, Ledger Maintaining
- Computerised Accounting ERP Based On GST And Income Tax, TDS,
- EPF ,ESI, Yearly Budget Formation & Application ,Store Ledger Maintaining.
- Time Office Management, Cost Minimising,HR Helping Hand Day to day Accounting Works, Cash Handling, Maintaining Vouchers and Ledger.
- Computerized Accounting.
- Preparing Day by Day Bank Reconciliation and monthly MIS reports
- Dealing with Bank Regarding day to day transaction and enhancement of over Draft etc.
- Preparation of Debtors & Creditors Reconciliation
- Preparation & Finalization of Income & Expenditure And Balance sheet

PRESENT JOB PROFILE

- Compiling the all finance reports and financial statements comply with the standards set, and in accordance with the management agreements.
- Analyze and interpret financial statements of the Organization and individual product reports to the management.
- Account for all Sale and Purchase of the Organization from every source, including income from the sale proceeds and services, prepayments and other sums received and unearned, and collection of account receivable and advances, proceeds from sale.
- To review and ensure proper procedures of purchasing functions and control including the approval of all purchases from the point of view of availability of funds, budgets.
- To ensure that the Insurance policies are renewed in time and know the rights of the company under each contract and Act on best interest of the company, timely renew/ enhancement of the Insurance cover.
- Scrutinizing Statement of Accounts of Trade Creditors and making the necessary adjustments after due consent of Managing CEO.
- Filing the returns like TDS, PF, ESI ,Quarterly & Annually within due dates before remitting and confirming the taxes payable tallies with our books of accounts and issue the forms like 16/16A to the respective deductees.
- Liaison with Statutory Auditor, Internal Auditor ,Company Secretary, House Bank and Government Departmental like PF/ESI/LABOUR OFFICER/GST/IT ETC due to occurrence of issues and rectified the smoothly .
- Computation of Taxable salary under government provisions.
- Books of accounts finalization with our statutory Auditor & Internal Auditor at the end of the Financial Year.
- Resolving the Income Tax Notices with the assistance of Auditors.
- Prepare the Annual Reports and organize to send the Shareholders at the time of AGM.
- Conducting the Board Meeting quarterly and Annual General Body Meeting and same as to be informed to listed Stock Exchanges and Minutes book updation with CS and same has to file in our records.
- Prepare the Budget, MIS and Cash flow statement by forecasting figures accurately.
- Provide leadership direction and training to assistant on Accounting Systems.

EDUCATIONAL QUALIFICATION

1. MBA(Finance) from Guru Jambheshwar University,Hisar
2. B.Com from Kurukshetra University,Kurukshetra.
3. High Schooling from Shree Kali Devi Vidya Mandir,Hansi.

PERSONAL DETAILS

Father's Name :Shri Somnath Taneja
Date of Birth : 08/November/1993
Gender :Male
Nationality :Indian
MaritalStatus :Married

DECLARATION

I solemnly declare that this resume prepared by me and all the information in it are correct in the best of my knowledge and belief.

MOHIT TANEJA