**VIKAS VERMA**

Mob : 09914123330 Mail : vikaskumarverma@hotmail.com

**An experienced Executive with a track record of managing various accounts & finance related activities. A determined individual with strong interpersonal and accounting skills who has been responsible for establishing and maintaining best accounting practices within a changing business environment.**

PROFESSIONAL SYNOPSIS & SKILL SUMMARY

A Post Graduate with **15 years** of experience in Banking & Finance. In my 12 years of my career progression, I have undertaken many projects. I started as an Executive at M/s Saber Papers Ltd in July 2009. Since, the company had just started its plant in 2009, I got the expertise in core financing from capital funds arrangement to working capital requirements. At Saber, we have got sanctioned a corporate portfolio of 600 crores under consortium of four banks. 400 crores was term loans and 200 crores for working capital requirements.

Along with this, there, I have also got the opportunity to take the experience of Corporate Debt Restructuring later. Experience in accounts field was an added star for me in this company as I was also actively involved in finalisation in accounts.

I joined M/s Metro Tyres Ltd on Dec. 2013. There, I have taken the initiative to bring down the cost of finance at minimum level as the company is already a cash enrich company. Here, we have suggested the management the corrective measures to lessen the cost of finance. Simultaneously, we have brought down the arranging competitive premium and taking maximum possible discounts for the company benefit. I was looking after Insurance profile also. I was having responsibility to renew Fire, Marine, BHB, Fidelity Guarantee policies and to look after claims part also.

At Jawandsons & Hartex, I am looking after core accounting activities i.e. MIS Reports, Profitability, GST & TDS Returns, and Stock Statement etc. I am actively involved in finalisation of Balance Sheet.

Overall, my skills encompass MIS, Financials, Statutory Compliances, GST & TDS Returns, CMA Data, Letter of Credit, Forex operations, and Insurance etc. Following are some professional synopsis:

* Having ability to work both as a team leader and a team member.
* Perform well under pressure because of exceptional organization and time management Skills.
* Excellent writing and communication skills in English, Hindi and Punjabi.
* Facilitate resolution of complex issues.
* Ability to understand circumstances quickly.

QUALIFICATIONS

* **15 years’ experience in various aspects of accounting management, financial reporting, internal and external auditing procedures and project management.**
* **3 SAP project implementation (FICO module) experience in Jawandson, Jindba processors & Metro Tyres**
* M.COM from Sikkim Manipal University
* B.COM from Punjab University (Kamla Lohtia Sanatan Dharam College, Ludhiana)

SOFTWARE SKILLS

* SAP FICO Module with over 6 years of experience
* Experience in working with ERP (Novo Sales)
* MS office (MS Word, MS Excel, MS PowerPoint)
* BUSY PC (Accounting Software)

ORGANISATIONAL EXPERIENCE

**Jawandsons Pvt Ltd (Oster Group)**

**Manager Accounts**

**Feb 2021 to till date**

Jawandsons is ludhiana based Textile company. They are dealing in World class unique home furnishing products, delivered through alliances with leading brands worldwide like IKEA. The company started its journey in 2001. Jawandsons work with a focus on 4 manufacturing principles: Quality, On time delivery, Low cost and compliances with a mission to serve society through initiatives in education, women empowerment, healthcare and conservation".

**Work Profile:**

* SAP functional support for FICO module
* MIS REPORTS: Responsible for variour MIS reports on daily & monthly basis. Reporting like Interest Cost, projections, cash flows, sales, Financials etc.
* Responsible for the monthly closing as well as maintenance of all accounting ledgers including monthly review of all account reconciliations and journal entries. Lead & Manage a team of 3 people for all the routine works.
* Actively involved in finalisation of accounts for the company starting from reconciliation, monthly & quarterly provisional balance sheet to the final balance sheet.
* Responsible for Taxation & Statutory Compliances of the company including GST, TDS, Professional Tax, MSME compliances etc.
* Monitoring & Controlling Internal Audit of the company.

**Hartex Rubber Pvt Ltd**

**Manager Finance & Accounts**

**May 2018 to Feb 21**

Hartex is a Hyderabad based Tyres & Tubes manufacturing company. They have a plant in Ludhiana & Hyderabad with world class manufacturing facilities. The Company commenced production of Tyres & Tubes at its Ludhiana plant recently in Aug 18. Company is expected to capture full OEM market by 2020.

**Work Profile:**

* Responsible for all the banking activities. Lead & Manage a team of 3 people for all the routine works.
* Responsible for the monthly closing as well as maintenance of all accounting ledgers including monthly review of all account reconciliations and journal entries.
* Actively involved in finalisation of accounts for the company starting from reconciliation, monthly & quarterly provisional balance sheet to the final balance sheet.
* Responsible for Taxation & Statutory Compliances of the company including GST, TDS, Professional Tax, MSME compliances etc.
* Stocks valuation, costing & reconciliation on monthly basis.
* Oversee the General Accounting process of Fixed Assets.
* Liaising with Bankers.
* Reporting to Management for various MIS reports like projections, cash flows etc.
* Monitoring & Controlling Internal Audit of the company.
* Controlling Accounts receivables & payables.

**Avon Steel Industries Pvt Ltd.**

**Deputy Manager Accounts**

**September 2017 to May 2018**

Avon Steel Industries Private Limited is one of the leading manufacturers of Hot Rolled coils in Northern India with an installed capacity of 300000 MT per annum. The Company commenced production of Hot Rolled Coils in October 1999 and has been continuously adding valuable customers to its basket by supplying quality products with minimum lead time of supply. The Complete plant has been imported from Germany and is the most modern medium hot strip mill in India and the only one of its kind.

**Work Profile:**

* Preparation of requisite data for monthly GST returns, RCM payable, deposit of GST.
* Preparation of reports/data for monthly Profitability statements.
* Monthly TDS & TCS returns.
* Monthly Reconciliation of Stocks with SAP.
* Scrutiny of vendor/customer ledger.
* Scrutiny of General ledger accounts to ensure that they show relevant transactions only.
* G.L. accounts clearing.
* Preparation of Monthly Stock Statement.

**Metro Tyres Ltd.**

**Assistant Manager Finance & Accounts**

**December 2013 to September 2017**

Metro Group is a 750 crores turnover conglomerate consisting of Metro Tyres Limited, Metro International Limited and Metro Ortem Limited. The Group has seven ISO 9001 certified, producing tyres and tubes for bicycles, motorcycles, scooters and three wheelers. Metro Group is manufacturing close to 30,000,000 tyres annually and it enjoys over 26% market share in India.

**Work Profile over there:**

* Preparation of MIS Reports: Cost of Finance, Payments & Receivable projections, Foreign Exchange gain/loss statement etc are some MIS reports which are being submitted to management on monthly basis.
* Letter of Credits: Monitoring & controlling letter of credits as a whole which includes resolution of complex issues, arrangement of buyer’s credit, forward contracts, verification of import documents, acceptances etc.
* Insurance: Monitoring & controlling Insurance part as a whole which includes renewals & claims. Handling company’s insurance portfolio of stocks & P/M for more than 200 crores. Arranging competitive premiums at the time of renewal, Follow up and expediting the process of claims with PSU’s are part of profile.
* Debtors Management : Managing Debtors of the company which includes timely follow up for collection, sales returns, keeping check on credit limit and stop billing in case of crossing the credit limit, credit & debit notes for sales return and various discounts
* Finance costing for fund based & non fund based limits : The company has working capital limits in Fund based and Non Fund based limits. Finance costing is being done every fortnightly.
* Monthly Interest audits and other finance cost audits : Auditing the monthly interest charged by the banks with sanctioned rates. Charges debited for Non Fund based limits like LC opening charges, LC retirements charges, LOU charges etc. are also being audited.
* Arrangement of Buyer’s Credit and hedging for foreign transactions :The company is importing the raw material through import FLC’s. All the transactions are required to be further roll over with buyer’s credit. Due to foreign exchange fluctuation, the said transactions are also required to be hedged.
* Preparation of monthly projected cash flow statement : Every month, the cash flow statement is being prepared and submitted to management. The company also seeks actualisation of the cash flow statement fortnightly.

**SABER Papers Ltd.**

**Executive Accounts & Finance**

**June 2009 to November 2013**

Saber group is a multi-business conglomerate with Global presence in the Paper & Industrial Packaging Space. Saber’s main operations are in India & Switzerland & have a total paper manufacturing capacity of approximately 137,000 TPA across the speciality and packaging segments. Saber also manufactures industrial packaging products having applications in food & agriculture, Pharmaceutical, FMCG / Retail and Consumer Durables sectors.

**Work Profile over there:**

* Actively involved in finalisation of accounts for the company starting from reconciliation, quarterly provisional balance sheet to the final balance sheet.
* Filing of TDS Returns & maintenance of excise records
* Statutory Compliances
* Independently managed debtor accounts including follow up, reminders, and issuing necessary debit & credit notes.
* Preparation of projected cash flow statement.
* Preparation of monthly stock statement
* Preparation of quarterly financial follow up report (FFR)
* Preparation of CMA data and profitability projections for loan proposals
* Monitoring & controlling letter of credits as a whole which includes resolution of complex issues, arrangement of buyer’s credit, forward contracts, verification of import documents, acceptances etc.
* Independently arranged LC bill discounting limit of Rs 15 Crores and sale bill factoring facility of Rs 10 crores for the company.
* Exposure in corporate debt restructuring (CDR) of a company, was actively involved in fulfilling all the compliances for the same and for repayment proposals with banks.
* Independently fulfilling compliances with concurrent auditors and stock auditors
* Liaising with bankers
* Exposure in documentation relating to overseas transactions
* Sales tax matters

PERSONAL DETAILS

Name Vikas Verma

Father Name Sh. Chaman Lal

Mother Name Smt. Vinod Bala

Date of birth 24-December-1988

Marital Status Married

Sex Male

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I hereby declare that the above particulars are true & correct to the best of my knowledge and beliefs.

Place: - Ludhiana VIKAS VERMA