

Sagar Nautiyal

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Address: 203, Lal Mandir Mayakund Rishikesh

Personal Details

MARITAL STATUS: UNMARRIED

NATIONALITY: INDIAN

FATHER'S NAME: JAGDISH NAUTIYAL

GENDER: MALE

LANGUAGE: ENGLISH AND HINDI

HOBBIES: GYMNASTIC

Education

- * 10th (High School) Passed Year 2008
CBSE Board
- * 12th (Intermediate) Passed Year 2010
CBSE Board
- * B.com. 2010 – 2013
HNB Garwal University Sri Nagar (Uttarakhand)
- * Pursing MBA- Finance (Distance)
Swami Vivekanand Subharti University (Merrut)

Work Experience

Finance Supervisor (Account Payable & Taxation)

Rico Auto Industries Limited (Haridwar) (Oct 2020 – Present)

Taxation & Finance

- GST(IGST/CGST/SGST) Analysis, (Due to MIS according to liability, HSN Code, Output, Input).
- Checking & Submission of GSTR3B, GSTR-1/ITC-4, TRANS 1 etc. for GST utility upload form GST Portal.
- Input Reconciliation Books Vs GSTR 2A , 2B & 8A
- Checking & Submission of Annual Return GSTR9 & 9C upload from GST Portal
- Checking & Submission E Invoicing & E-waybill
- Checking & Submission TDS Return

Account & Finance

- Vendor Reconciliation & Payment Release with Compliance
- Product wise Price update in SAP.
- MIRO, J.V , Debit Notes, Credit Notes as per GST Norms.
- Independent working all activities

Makino Automotive (July'2014 – Oct' 2020)

Account Executive (Accounts Receivable & Accounts Payable)

Software SAP (FICO, SD, MM, CO)

- Responsible for handling P2P management–Vendor payment, invoicing, debit note through various method, service entry sheets and reconciliation.
- Responsible O2C management invoicing, credit note, customer outstanding report, payment follow-up, customer receipt and reconciliation.
- Cost Run, cost estimation & Profitability Analysis (FG Products), saving sheet.
- Bank reconciliation.
- Maintain new Vendor, Employee vendor and Customer's master data in SAP &documentation process.
- Journal Entries (courier bill, freight bill as per contract, sales promotion bills, advertisement bill, RCM entries.
- Create Sales order and Purchase order in SAP. Working on SD, MM and FICO.
- Good command on excel (V-Lookup, Pivot Table, Match, sum-if and sum-ifs)
- Post Inventory in SAP

Bank Documentation:

- Monthly Bank Stock Statement
- Preparation & Checking QMS
- Quarterly Data on Foreign Currency Exposures (QFC)
- CMA Data & Etc.

Other Responsibilities:

- Generate E- way bills for all the shipments.
- Bank Work - Cash Withdrawal, Employee Transfer, Import Payments.
- Tracking of Open Advances of Vendors & Employees & closing it.
- Closing down inactive vendor & employee accounts.
- Expense Tracker
- Drafted & filled of Cost wise salary sheet and full & final settlement of employees.
- Prepare data for GSTR-1
- Preparing of all the LC related documents

Certification and Training

- SAP FICO MM and SD Module Training by Nexus Business Solution

Computer Proficiency & Key Skills

- ERP Exposure: SAP R/3(FICO)
- Hands on experience on MS-Office
- Tally ERP-9
- Computer Basics
- GST Knowledge
- Creativity & Teamwork

Declaration

I solemnly declare that all the above information is correct to the best of my knowledge and belief.

Place - Haridwar

Date-

Sagar Nautiyal