



SHIVAM SINGH

Contact

190/243 Sec-19 Pratap Nagar
Kumbha Marg Sanganer
Jaipur 302033

+91-9351835672

Shivamthagele050@gmail.com

Core Qualifications

- Motivated
- Analytical problem-solving
- Data handling
- Training and mentoring
- Target driven
- Account reconciliation expert
- Account reconciliation specialist
- Bookkeeping
- Data trending knowledge
- Lawson Financials knowledge
- Tax accounting specialization
- ERP (Enterprise Resource Planning) software
- Tax return filing
- Advanced bookkeeping skills
- Compliance testing

Professional Summary

Accounts & finance Manager with high credentials in public financial planning and budgeting. Collects, and analyses financial information with accuracy and applies technological skills to facilitate e-payments, e-filing and mobile payment systems. Organized professional with broad experience in internal controls, internal auditing and anti-corruption. Demonstrates strong comprehension of monetary challenges in communities. Seeking to leverage skills and create impactful workplace. Detail-oriented public finance accountant well-versed in preparing, executing and overseeing budgets. Uses observation skills to track past information and write summary reports. Track record of practicing economical measures and maintaining desired budget. Skilled **Accounts & Finance Manager** with in-depth knowledge of accounting processes and controls. Reliable in maintaining recordkeeping accuracy and currency. Understands end-to-end impact of accounting and how to leverage data to improve business decision-making. Methodical accounting professional current on best practices, software tracking and documentation requirements. Expert in dealing with complex financial information and leveraging analytical techniques to maintain compliance. Attentive to details, trends in financial data and changing laws. Experienced in day-to-day accounting processes and applicable regulations. Dedicated to maintaining accurate records with attention to detail and expert financial knowledge. Trustworthy **Accounts & Finance** with 12 years of practical experience and dedicated work ethic. Self-motivated to consistently provide first-class results in line with stringent targets and deadlines. Effectively manages assignments and team members. Dedicated to self-development to provide expectation-exceeding service. Customer-focused **Accounts & Finance** manager, successfully contributing to company profits by improving team efficiency and productivity. Utilizes excellent organizational skill to enhance efficiency and lead teams. Navigates high-stress situations and achieves goals on time and under budget. With expertise in analysis and quantitative problem-solving skills, dedicated to company growth and improvements. Meets job demands and deadlines through diligent work-ethic and dedication to quality.

knowledge

- Financial modelling capability
- Financial planning
- Cash flow management
- Budget analysis
- Account reconciliation processes

Education

University of Rajasthan

Jaipur, RJ

M.Com -2017

Swami Vivekanand Subharti

University

MBA(Finance)-2022

University of Rajasthan

Jaipur, RJ

B. Com -2015

Board of Secondary

Education

Jaipur, RJ

Senior Secondary

2010

Board of Secondary

Education

Jaipur, RJ

Secondary

2008

Experience

Finance & Accounts Manager

Asclepius Wellness Pvt. Ltd|JAIPUR, INDIA|Apr 2022 - Current

- Full responsibility for finance and accounting functions, including cost and revenue accounting, book closing, MIS reporting, audits, financial controls, and compliance for multiple legal entities.
- Play a key role in business decisions by understanding relevant business metrics, conducting financial analysis, and providing strategic inputs.
- Prepare and review Financial Statements (P&L, BS, CF) with stakeholders with detailed and relevant commentaries on the movement month to month.
- Ensure accurate statutory reporting to relevant authorities and related regulatory guidelines.
- Monitor compliance with statutory authorities for taxation.
- Support business from a financial viewpoint including profitability analysis, margin profiling, cash flow analysis, and other financial analytics needs.
- Prepare crisp presentations and creative visualizations explaining financial & business results.
- Business finance, Team management, influential, partner & work seamlessly with cross-functional teams.
- Dynamic individual with a minimum 12 years in accounts & finance role in Manufacturing or similar industry.
- Excellent leadership, decision-making, and people management skills.
- Excellent analytical skills, motivated, hardworking, and self-driven leader.
- High level of ownership, willingness to set up things from scratch.
- Having exposure to ERP systems such as Tally ERP, Busy etc.
- Assisted in planning, preparing and delivering statutory reports, publications and internal and external audits, meeting tight timelines.
- Processed journals, confirming accounting entries were supported by working papers for analytical review and audit.
- Managing team of 10 accounts & finance staff, providing supportive and productive atmosphere to increase team performance.
- Monitored spending activity and resolved operational issues swiftly to maintain smooth-running of business operations.
- Kept organizations financial records electronically and on hard copies, complying with safety protection laws.
- Took proactive approach to risk management, identifying and addressing risks and issues

for swift resolution.

- Oversaw ledger reconciliation and managed accounts payable and receivable to keep smooth running of financial operations.
- Delivered monthly close process, analyzing transactions and preparing required journals.
- Completed account reconciliations to review and clear balance sheet control accounts on monthly basis, maintaining documentation to support audit.
- Kept financial suite secure, controlling access and maintaining accounting structures to meet corporate requirements.
- Performed regular, detailed audits to verify accuracy of financial documents, expenditures and investments.
- Identified and proposed cost-reduction opportunities to increase organization cash flow, presenting recommendations to senior management.
- Trained junior staff in Tally Prime and company procedures, increasing team productivity and efficiency.

Internal Auditor

Suresh Gyan Vihar University .JAIPUR, INDI Oct 2020 - Mar 2022

- Documented results using internal methodologies set out in the organization's audit manual.
- Travelled to different sites to meet staff and obtain relevant documentation.
- Prepared reports highlighting operational issues for dissemination across organization.
- Reviewed internal controls and identified potential control system and process weaknesses requiring attention and resolution.
- Contributed to and promoted business risk management framework and culture.
- Kept up to date on external developments to provide insight and forward-looking reviews.
- Completed audits to pre-agreed timescales, maintaining high quality professional and departmental standards.
- Followed annual internal audit plan, managing own workload efficiently to deliver audits on time and to high standards.
- Assisted in designing and executing internal audit plan, establishing procedures for identifying and flagging risks during audit process.
- Assisted in developing test methodologies that comprehensively evaluate adequacy of controls.
- Summarized internal audit findings and presented results and recommendations to senior management.
- Collected, analyzed and reviewed documentation from previous reports to inform ongoing audit.
- Provided constructive suggestions and recommendations to managers to improve

execution of their roles and responsibilities.

- Reviewed working papers for sufficient documentation to successfully complete audit scope and objectives.
- Maintained essential records and reported on project progress regularly.
- Supported and mentored junior audit team members to improve quality of whole team performance.
- Determined audit scope, completed internal audits and managed insights and actions.
- Built and maintained strong working relationships with senior management, gaining confidence of people at all levels.
- Generated annual reports for clients and audit committees to inform business decision-making.

SENIOR ACCOUNTANT

Pharma Biologicals. JAIPUR, INDIA July 2017 -Sept 2020

- Investigated and resolved discrepancies in monthly bank accounts ahead of tight deadlines.
- Coordinated month-end closing processes to ensure completion ahead of aggressive deadlines.
- Generated quarterly financial reports to detail company revenues and expenses.
- Reviewed and approved tax returns and departmental expense reports.
- Accurately performed daily cash functions, including A/P and A/R tracking, budgeting, payroll transactions, expense management and various reconciliations.
- Organized and prepared accounts for industry audits, as well as supporting audit processes.
- Prepared quarterly tax returns and reviewed submitted documentation with auditors.
- Performed general ledger account reconciliations, generated financial statements and created consolidations.
- Posted accounts receivable payments made by cash, cheque or credit card payments.
- Used [Busy](#) accounting software to perform bookkeeping, invoicing and bank reconciliations.
- Reviewed financial statements prepared by junior staff, identifying knowledge gaps and corrections needed.
- Completed updates to general ledger by adding latest entries, submitting them accurately and within timeframes.
- Communicated with senior management on status of capital appropriations budget.
- Worked with financial team to convert financial department to Xero accounting package.
- Facilitated efficient year-end close process, working collaboratively with Controller and external auditors.

- Improved billing system to reduce invoicing time and decrease receivable turn cycles.
- Automated basic accounting procedures to streamline processes and boost efficiency.
- Directed month and year-end close duties and accurately administered additions.

Senior Accountant

DGR PVT CORPORATION ,JAIPUR. INDIA|July 2016 - Jan 2017

- Used [Tally ERP](#) accounting software to perform bookkeeping, invoicing and bank reconciliations.
- Performed general ledger account reconciliations, generated financial statements and created consolidations.
- Accurately performed daily cash functions, including A/P and A/R tracking, budgeting, payroll transactions, expense management and various reconciliations.
- Documented and tracked all expenses on Tally ERP for budgetary purposes.
- Investigated and resolved discrepancies in monthly bank accounts ahead of tight deadlines.
- Organized and prepared accounts for industry audits, as well as supporting audit processes.
- Reviewed and approved tax returns and departmental expense reports.
- Prepared quarterly tax returns and reviewed submitted documentation with auditors.
- Generated quarterly financial reports to detail company revenues and expenses.

ACCOUNTANT

TALLY ACADEMY |JAIPUR, INDIA|Jun 2012 - Jul 2016

- Attended meetings with managers to obtain knowledge on products to sell and promotions to push.
- Maintained excellent client relationships by providing excellent customer service and proactively solving issues.
- Worked with sales teams to determine best strategies to increase customer interest and purchases.
- Informed leads and customers on current promotions to increase sales.
- Encouraged repeat sales by organizing regular client meetings, visits and Zoom calls to discuss satisfaction and requirements.
- Delivered top-quality customer service by providing professional after-sales support.
- Increased client acquisition and lead conversion through proactive research and networking.

Languages

Hindi Professional

English Professional

Languages

Hindi:First Language

English: B2



Upper Intermediate

Hobbies

- Cricket.
- Singing.
- Travelling.
- Reading books.
- Write(pome ,shayri,stories)