

Anand Kumar Rai

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CAREER OBJECTIVE

Through my experience of establishing best accounting and financial auditing practices . I've learned the value of proactively identifying and removing roadblocks to allow accounting to scale as the company does. As a Finance Executive, responsible for Providing managerial leadership and guidance to direct reports .

Skills: Accounting Softwares TallyPrime ,CompuOffice, Finacle Software, Bookkeeping, Journal Entry, Cash Management, Accounts payables and receivables AP/AR, Internal controls, Revenue Recognition, Budgeting and forecasting, Bank Reconciliation, Financial Reporting, Tax Compliance, GST Returns, TDS Returns, Tax Payments, Payroll compliances, Esic, Epfo, Professional Tax, Handling Roc Compliances, Corporate Banking, VAT, GAAP, Bank Concurrent audit, Statutory Audit, Advance Excel, PivotTables, Vlookup & Xlookup .

WORK EXPERIENCE

*ASPOREA HUMAN RESOURCE CONSULT ANT PVT. LTD.

Designation : Finance Executive

[2nd,Jan, 2022 – 18th,Dec, 2023]

- Ensure timely and accurate recording of financial transactions, including accounts payable, accounts receivable, and payroll.
- Manage the financial activities of multiple branches.
- Assists in the budgeting process, including preparation and distribution of the budget instructions, budget assumptions, timetable helps in resolving technical or system issue and journals in Tally prime.
- Consolidate financial data from various branches / locations to prepare comprehensive financial reports
- Ensure all supporting documents are completed and getting necessary approvals for all transactions.
- Preparing financial and management reports (daily, weekly, monthly, and annually) on time for effective management decision making.
- Have to File GST Returns, TDS Returns Before due date.
- Have to deduct tds from respective clients Invoices and submit challan amount before due date.
- Bank reconciliation statements with the Tally prime.
- Manage Payroll compliance .
- Manage Epfo, P.Tax, Esic & insurance of Employees and Submit Esic Challan before due date.
- Have to control all compliances related to company and directors under Registrars of Companies [ROC].

*M/S SANDEEP M & COMPANY[CHARTERED ACCOUNT ANTS AUDIT FIRM]

Designation : Accountant / Audit Assistant

[1st, Jan, 2020 – 31st,Dec,2021]

ACCOUNTABILITIES:

- Handling Accounts payables and receivables .
- Have to File GST Returns [GSTR 1& 3B, GSTR 2X, TDS and TCS] Before due date.
- Have to Submit Tds Challan and make report for quarterly return before due date.
- Reconciliation of debtors & creditors accounts on monthly basis and following up for receivables and payables.
- Assisting in Preparing and finalising financial statements.
- Bank reconciliation statement & taking corrective actions with the Tallyprime.
- Preparation of monthly end reports and reconcile of various accounts [Debtors,Creditors, Stock reports] and make error free before Filling Return].
- Provides financial information to management by analyzing accounting data, preparing reports and have to make (Profit / Loss Account).
- Filing Income Tax Returns (Proprietorship / Company & Salaried / Individuals) .
- MSME Registration / Professional tax / FSSAI for new clients .
- Maintains financial security by following internal controls.

BANK AUDIT

- Have to visit Bank for Concurrent audit with CA as a Auditor assistant monthly. [UCO BANK & SBI BANK]
- Statutory branch audit . [SBI Bank].

* MD INDIA HEALTH INSURANCE TPA PVT. LTD

Designation:TPA Executive

[15th, Oct , 2018 –31st,Dec,2019]

- Prepared monthly Performance Status Reports.
- Monitored implementation of MIS processes and evaluated their effectiveness.
- Coordination with all departments for claim processing.
- Generating & maintaining day to day MIS Data and reporting to the management.
- Have to Check the Beneficiary details with government census data for claim and benefit procedure.

EDUCATION

SANGAI INTERNATIONAL UNIVERSITY [2020-2022]

- MBA in Finance Management

UNIVERSITY OF GAUHATI

S.B DEORAH COLLEGE [2015-2018]

- Bachelor in Commerce

DISPUR COLLEGE [2013-2015]

- HIGHER SECONDARY [H.S]
- Stream – Commerce

R.N.S ACADEMY [2013]

- CLASS 10th

PERSONAL DETAILS

Date of Birth - 31/03/1997

Marital Status -Unmarried

Passport No. -S4891323

Date of Issue -09/05/2019

Date of Expiry -08/05/2029

Visa Status - Visit Visa

Visa Expiry - 12/03/2024
