

**ASHOK ANAND**

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* ***Seeking Senior Level Managerial assignments in Accounts/Finance/ Taxation (Direct & Indirect)/ MIS Budgeting with a growth oriented Organization of Manufacturing and service Setup.***
* **PROFESSIONAL SYNOPSIS**
* A dynamic & innovative professional with over **35 years** of rich experience in Account/ Finance/ Taxation (Direct & Indirect)/ MIS Budgeting, Strategic and Financial Planning, in Plant & Production Operations, Retails Business development.
* ***Presently working with M/S HT Media Limited Gurgaon (Haryana) in–Finance & Accounts since February ’2013, to March;2024 and Retired, having Turnover of 2500 crores, and was awarded Top Gun Award.***
* ***Previously with M/S Anand Nishikawa Company Limited, Gurgaon (Haryana) as Sr.Mgr. –Finance & Accounts since December’2011.to July,2014***
* **Master’s Degree in Business Administration (MBA – Finance) From Sikkim Manipal University and Bachelor’s Degree in Commerce. B. Com (P) from SGTB Khalsa (Eve) College, Delhi University.**
* Currently managing Expenses of 50 crores related to Sales promotion, Salary accounting and Review of GRIR, and accounting of Trust for CSR liability.
* Currently managing Accounts Payable of 25 locations from centralized process through SSC from HO and handling a team of 6 persons.
* Resourceful in streaming the overall accounting operations for enhancing the operational efficiency of the organization.
* Adept in liaising with various statutory & regulatory authorities for matters related to timely filing of returns, exemptions, GST & TDS compliances.

**KEY RESULT AREAS**

***Accounts, Finance and Administration***

* Preparing of Balance Sheet and P&L A/c as per time and accuracy parameters.
* Negotiating with banks for working capital requirements, project financing, and submission of Quarterly Information Statements.
* CMA Data for obtaining extension and enhancing of credit limits.
* Ensuring timely receipt of money from debtors so as to eliminate bad debts.
* Supervising for maintaining inventory account, as per statutory requirement & ensuring proper valuation of closing stock.
* Handling and take care of office administration, streamlined office Documentation procedure and Administration

***Internal Control***

Devising and implementing a sound internal control system for enhancing the operational efficiency of the enterprise.

***Taxation/Auditing/Secretarial***

* Filing returns such as E-TDS,/ ITR and looking tax compliance while approving invoices documentation for tax matters requiring for assessment, as per relevant Acts.
* Assist in handling tax related appeals and appearing before the concerned authorities.
* Assisting the internal & external auditors, ICFR audit, in conducting audit processes.
* Interacting & assisting the GST team for compliance and documentation.
* Assist in organizing Board & General Meeting and drafting resolutions/minutes for the same.

***MIS/Budgeting***

* Formulating revenue & expenditure budgets, comparing actual results with budgeted ones, determining variances if any and accordingly taking necessary action for eliminating them.
* Preparing MIS reports, Fund Flow Statement, Bank Reconciliation Statements & other relevant reports in order to assist the management in the decision-making process.

**ORGANISATIONAL EXPERIENCE**

**February, 2013 to Till retired (Feb.2024) with HT Media Limited under probation in (Accounts & Finance)**

* *The group company are engaged in the business of media (Print, Digital and Air ) under the brand name of Hindustan i.e. Hindustan Times and an annual turnover of Rs. 2500 Crores.*
* In charge of the complete accounts & finance operations for Delhi locations for Expenses relating to the Sales Promotions Monthly MIS, Closing and related reports for sales promotion.
* Posting & approving invoices relating to accounts payable of above 2.50 Lacs by using a software of shared service centre (SSC) for SAP.
* *Handling E-TDS, / ITR, and GST,*
* In Charge of complete accounting upto Finalization and auditing of accounts for HT Foundation for Change, a Trust created for ensuring CSR Liability, as per Companies Act.

**Dec’2011 to Oct. 2012 with ANAND NISHIKAWA COMPANY LTD. ( MNC Company, Indo Japanese Joint Venture) as Senior Manager (Accounts & Finance)**

*The group companies are engaged in the business of manufacturing Rubber profiles etc. for automobile Industries main clients Maruti, tata, Mahindra and have an annual turnover of Rs. 200 crores.*

* Supervising the complete accounts & finance operations of the company having a total turnover of Rs 250 crores.
* Prepared CMA Data/Project Reports for getting credit limit of Rs. 13 crores from STATE BANK OF INDIA.
* Interaction with Excise department for matters relating to Excise audit, Import and other daily routine matters.
* Instrumental in reducing Freight cost by negotiating with Transporters and Custom Agents.
* Reducing holding of Inventory.
* Cost analysis for raw material and finished goods.
* Handling Service tax, E-TDS, Sales Tax/VAT, and Excise matter.
* Handling and take care of office administration, streamlined office Documentation procedure and Administration.

**May’03 to November 2011 with RATHI TMT SARIA PVT. LTD. & B.K. IRON & STEEL PVT. LTD. GROUP OF COMPANIES as Manager (Accounts & Finance)**

*The group companies are engaged in the business of manufacturing cast iron moulds and have an annual turnover of Rs. 250crores.*

* In charge of the complete accounts & finance operations for the group companies having a total turnover of Rs 250 crores.
* Prepared CMA Data/Project Reports for getting credit limit of Rs. 7.5 crores from STANDARD CHARTERED BANK.
* Interaction with Excise department for matters relating to export under bond and direct export to Nepal and for daily routine matters.
* Instrumental in reducing Freight cost by negotiating with Transporters and Custom Agents.
* Reducing holding of Inventory.
* Cost analysis for raw material and finished goods.
* *Handling Service tax, E-TDS, Sales Tax/VAT, and Excise matter including Export to Nepal and export under DEPB scheme.*

***From Jul’01 to Apr’03 with IT Buffs Ltd. as Manager (Accounts & Finance)***

*The company is engaged in providing complete IT solutions with an annual turnover of Rs. 60 million.*

* *In charge of the complete accounts & finance operations for the group companies*
* *Prepared Project Reports for getting loans of Rs. 25 lacs from PNB.*
* Installed systems for maintaining computerized account on LAN environment.

**PREVIOUS EXPERIENCE**

**Tenure Company Name Designation**

***Jul’01 to Apr’03 IT Buffs Ltd. Manager (Accounts & Finance)***

**Aug’00 to Jul’01 Dutta Press Pvt. Ltd Manager (Finance & Accounts)**

**Jun’95 to Aug’2000 Numero Uno Pneumatics Pvt. Ltd . Sr. Accounts Officer**

**Nov’91 to Mar’95 Alin Bhatia & Associates Accountant**

**Apr’87 to Nov’91 R.K. Khanna & Co. *Accounts/Audit Representative***

**ACADEMIC QUALIFICATIONS**

***COPUTER AND IT SKILLS*:** MS Word, Excel, Tally-ERP 9 with VAT and TDS and E-TDS returns, Exposure in SAP, Shared Service Centre, SSC, accounting software.

***COMPUTER COURSE ATTENDED***

* Completed Post Graduate Diploma Course in Computer Programming from DRCC, Delhi.

***EDUCATIONAL QUALIFICATION*S**

* MBA Finance from Sikkim Manipal University, distance education
* Company Secretaryship (Final group I) ICSI in 1995.
* Company Secretaryship (Inter) ICSI in 1991.
* B. Com (Pass) from SGTB Khalsa College, Delhi University in 1986.

**PERSONAL DETAILS**

**DATE OF BIRTH:** 30th June, 1965.

**FATHER’S NAME**: Late Shri Prahlad Chand

**LANGUANGE PROFICIENCY**: English, Hindi, Punjabi

**MARITAL STATUS**: Married

**PASSPORT DETAILS: No. G-0477911 issued at Delhi India Valid up to 29TH October 2016**

**STRENGTH:** Handling and completing every matter with confidence.

**WEAKNESS**: Dedication to work

**FAMILY BACKGROUND:**

Elder Brother : Business-Man

Younger Brother : President and Group CFO in Hero cycles Ltd.

Wife : Teacher

Mother : Housewife.

**REFERENCE: : will be providing on request**

**Expected Salary : Negotiable**

**Notice Period : One Month.**

PLACE: DELHI, INDIA

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