

Seeking a senior leadership role in finance and accounting, leveraging expertise in financial management, taxation, compliance, and process optimization to drive growth, efficiency, and strategic decision-making.

NAVEEN KARWAL

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PROFILE SUMMARY

A dynamic finance and accounting professional with 26 years of experience, lastly served as Accounts Head at AVA Design Pvt. Ltd. Adept at financial management, payroll accounting, taxation, GST & TDS compliance, and audit documentation, ensuring seamless operations and regulatory adherence. Expertise in budgeting, cost control, system automation, and process optimization, driving efficiency and profitability. A master in accounts payable & receivable management, stock & inventory control, and bank & branch reconciliations, with a keen eye for detail and precision. Skilled in MIS reporting, P&L statement preparation, and trust account management, delivering data-driven insights for strategic decision-making. Beyond finance, excels in HR & administrative leadership, overseeing recruitment, training, and employee engagement. Proficient in Tally ERP, Tally Prime, and Busy software, streamlining financial processes. A results-driven professional known for analytical prowess, problem-solving skills, and an unwavering commitment to excellence.



WORK EXPERIENCE

Accounts Head | AVA Design Pvt. Ltd., New Delhi | 2007 – Oct 2024

Roles & Responsibilities:

- Managed both manual and computerized accounting systems, ensuring accurate financial records and seamless branch reconciliations.
- Oversaw sales and purchase invoice entries, client and contractor account reconciliations, and payment processing & coordinated with customers, banks, and contractors, ensuring smooth financial operations.
- Handled GST, Income Tax, TDS, payroll management, Provident Fund, and ESI computations, ensuring compliance with statutory regulations.
- Maintained comprehensive financial databases and generated MIS reports for strategic decision-making.
- Ensured proper backup and record maintenance to safeguard critical financial data.

Senior Accountant | Eden Furnishings Pvt. Ltd., New Delhi | 2005 – 2007

Roles & Responsibilities:

- Maintained accounts through both manual and computerized processes, ensuring accuracy in branch reconciliations & handling sales and purchase invoice entries while managing physical and computerized stock records.
- Reconciled accounts for clients, purchasers, and banks, ensuring transparency and efficiency & developed and managed customer and dealer databases, optimizing financial reporting and business insights.
- Generated MIS reports, aiding in business analysis and performance tracking.

Accountant / Office Assistant | Bharati Traders, New Delhi | 2000 – 2005

Roles & Responsibilities:

- Managed accounts manually and digitally, ensuring seamless branch and account reconciliations & oversaw invoice processing, stock maintenance, and database management for clients and dealers.
- Facilitated financial reporting through MIS systems, aiding in strategic planning and decision-making & strengthened financial control by ensuring accurate bookkeeping and timely reconciliations.

Office Assistant / Computer Operator | Super Scientific Sales Pvt. Ltd., New Delhi | 1998 – 2000

Roles & Responsibilities:

- Performed data entry for sales & purchase invoices, ensuring accurate record-keeping & liaising with customers, banks, & dealers, fostering strong business relationships.
- Maintained and updated financial databases while ensuring proper backup and data security.
- Generated MIS reports for financial analysis and business strategy development.

Data Entry Operator | Department of Agriculture & Cooperation, New Delhi | 1997 – 1998

Roles & Responsibilities:

- Managed data entry and processing of statistical records related to agriculture and forestry received from various states and union territories.
- Assisted in compiling and printing essential reports for policy and research purposes.
- Ensured accuracy and efficiency in data management, contributing to streamlined governmental operations.



CORE COMPETENCIES

Financial Management & Reporting

Payroll Accounting & Tax Compliance

GST & TDS Reconciliations

Budgeting & Cost Control

Bank & Branch Reconciliations

Stock & Inventory Management

Audit & Compliance Documentation



ACADEMIA | CERTIFICATIONS

BA: Delhi University, New Delhi – 2000

Certifications:

NCC "A" Grade Certificate



TECHNICAL SKILLS

Tally. ERP / Tally Prime Busy



EXTRACURRICULAR

HR & Administrative Leadership

- Managed recruitment, talent development, and employee engagement.
- Oversaw facility management, procurement, and compliance.
- Implemented process improvements for efficiency and cost savings.
- Led hiring processes, interviews, and job offers.
- Developed training programs to enhance employee performance.
- Handled employee relations, conflict resolution, and performance management.



AREAS OF EXPERTISE

Proficient in financial reporting, payroll accounting, and tax compliance, including GST, TDS, Provident Fund, and ESI computations. Skilled in cost control, system automation, and cost center management to enhance operational efficiency. Adept at managing accounts payable and receivable, e-invoicing, and bank and branch reconciliations. Experienced in stock and inventory management, preparing P&L statements, and maintaining trust accounts. Well-versed in audit documentation, financial controls, and hotel industry accounting, including third-party agent reconciliations. A detail-oriented professional with a strong analytical approach to financial management and strategic decision-making.