

# Curriculum Vitae

**Avishek Joshi**  
**avishekjoshi@gmail.com**  
**Mob. +91 85069-18271**

---

## **CAREER OBJECTIVE**

- To work hard & Achieve Organization Goals Seeking Challenging Work and excellence with an aim to grow personally & professionally.

---

## **KEY SKILLS**

- Academically astute individual offering in-depth academic knowledge, practical project exposure and an effective analytical ability augmenting a highly creative and expressive mind.
- Self-motivated, hardworking and goal-oriented with a high degree of flexibility, creativity, resourcefulness, commitment and optimism
- Result oriented individual with strong analytical and interpersonal skills and a quick learner with high levels of adaptability and ability to take initiative.
- Good communication skills, verbal as well as written coupled with exceptional presentation skills.
- An effective team player with exceptional planning and execution skills coupled with a systematic approach and quick adaptability.

---

## **Educational Qualification:**

- 10<sup>th</sup> from Ajmer board of Rajasthan with 1st Division.)
- 10+2 from Ajmer board of Rajasthan with 1st Division.
- B.Com. from University of Rajasthan with 2<sup>nd</sup> Division.
- M.Com. from University of Rajasthan (ABST)
- Degree Course in Computer Application ( B.Com Optional )
- LLB from Shri Jagdishprasad Jhabarmal Tibrewala University (1<sup>st</sup> Division.)

---

## **Technical Qualification:**

Working Knowledge of SAP P11 & P15, Tally (6.3, 7.2, 9 ERP), MS-Office, Window 7, XP, Vista, E-Mail , Outlook, Other Internal and external portal and Internet Related Services.

- 
- Currently working with **Shelton Pharmaceuticals Pvt Ltd.**

**Duration** : January 2023 to Till date

**Designation** : Manager – Finance & Accounts  
**Area** : Corporate office (Gurugram)

---

## **Job Responsibilities**

- Accounts & Finance responsibilities include: Accounts payable, Profitability, Fund planning. Managing the Accounts payable for all 4 Shelton entities {Manufacturing, Marketing, Distribution, CFA, Stockiest}

- Managing various payments working such as Sales commission and Sales incentives.
- Disbursement of payable of expenses, vendor payments, Schemes adjustments.
- Handlings the intercompany payable / Receivable managements.
- Processing the Salary payouts for all entities
- CN/DN settlements against the Secondary Sales, Expiries claims and non-movable items.
- Reviewing the Profitability's of Distributions and other channel modes.
- Maintaining the cash flow and budgets disbursements.
- Reviewing the reconciliation and sorting the cause resolutions.
- Monitoring all T&E process and responsible for timely payments
- Planning the funds as per the budgets and procurements.
- Ensure the timely trainings to accounts personnels.
- Managing the various MIS and audit requirements.
- Monthly, Quarterly & Yearly closing activities i.e. Provisions, Consumption etc. within deadlines.
- Manage Internal & External audit & other stake holders in providing data with documentary evidence.
- Preparing Various MIS and audit schedules pertaining to AP, Inventory, Statutory Tax audit & Expense

### **Professional Working Experience:**

- 10+ Years working with **Fresenius Medical Care India Pvt. Ltd. (German company).**

**Duration** : December 2012 to January 2023

Company Profile: Fresenius Medical Care is a German company specializing in the production of medical supplies, primarily to facilitate or aid renal dialysis. It is 31%-owned by the health care company Fresenius. The company was formed in 1996 from the merger of Fresenius Worldwide Dialysis, then a division of Fresenius SE, and American company National Medical Care. This sector is very complex, and has many different divisions, each with a number of plants.

**Designation** : Deputy Manager - Finance

**Area** : Corporate office (Gurugram)

---

### **Job Responsibilities**

Accounts & Finance responsibilities include: Accounts payable, GL accountings, Claims processing, Closing activities, reporting, Audit, ICS controls, Treasury, Fund managements, Team management.

- Managing the Accounts payable includes foreign remittance and Employee reimbursements payments monitoring.

- Processing the Import/foreign payments for A1 for import of Goods and A2 for import of Services.
- Supervision of T&E processing's and various employee other reimbursements and payments.
- Managing the claims process of Spare / Warranty supplies to be processed with adheres requirements and payable as per the defined timeframes.
- Coordination with SCM for and bank trade team for BOE and FEMA compliances check as per the RBI guidelines.
- Coordination's with internal authorities for approval on threshold limits for foreign and other payments.
- Monitoring on payables to be process according to internal guidance and matrix.
- Implementation the control checks for T&E and other processes.
- Responsible for the payment's approvals and disbursements as per the defined timelines
- Coordination with internal/external teams in relation to audits/controls/banking/claims/Payments and Various queries.

- Handling the monthly closings activities and Reporting's and ICS controls performances includes as follows

- Preparing closing files such as accrual/unbilled/deferred revenue, provisions, FOC claims workings.
- Bank Reconciliation and follow ups for the closure of pendency.
- Intercompany / Affiliates / Vendor/Employee reconciliations.
- Responsible for all treasury work and maintaining the cash books and owing the related controls.

- Coordination with the foreign suppliers for the balance confirmation for mismatch reconciliations.
- Preparing MIS and monthly closing activities reports.
- Preparation monthly Cash flow and Reporting to Global treasury tools.
- Performing various ICS controls, and Reporting Monitorship recommendations for Cash and Twin parties' payments, Aggregate direct spends and Indirect Spends to HCP/HCO's.

➤ Responsible the Audits, budgeting and other Finance and Treasury related activities and fund planning and contracts managements includes:

- Planning the fund managements/approvals/FDR's creations.
- Coordinating for internal and external audit with team for providing data to auditors for various audits.
- Preparation of Bank, Bank books, Cash books, Trade payable, Accrual's workings, Provisioning details as per the audit requirements.
- Arranging the Bank confirmations on balances, Creditors and debtors confirmations as required.
- Dealing with internal and external compliance and legal teams for completion of contract for existing and new onboarding the finance vendors and banks.
- Handling all Treasury related works and dealing with Banks and Global treasury.
- Arrangements of various formalities for Banking/implementations of changes as per the board resolutions.
- Coordinating with Bank and stakeholders for user logins, changes establishments of approval matrix.
- Implementing the paperless processes for various banking remittances with coordination to bank and internal management. Handling the monthly closings activities and Reporting's and ICS controls performances includes as follows
- Bank Reconciliation and follow ups for the closure of pendency.
- Intercompany / Affiliates / Vendor/Employee reconciliations.
- Responsible for all treasury work and maintaining the cash books and owing the related controls.
- Coordination with the foreign suppliers for the balance confirmation for mismatch reconciliations.
- Preparing MIS and monthly closing activities reports.
- Preparation monthly Cash flow and Reporting to Global treasury tools.
- Performing various ICS controls, and Reporting Monitorship recommendations for Cash and Twin parties' payments, Aggregate direct spends and Indirect Spends to HCP/HCO's.

---

➤ Four-year Three months experience in **Rashi Peripherals Pvt. Ltd.**

**Duration:** September 2008 To November 2012  
**Company Profile:** Rashi Peripherals Pvt. Ltd. is an ISO 9001 /CE Certified company formed under the Indian Companies Act based at Mumbai. The company commenced business in 1989. It has 51 branches all over India in all Metro and major cities. In Punjab only one branch which is held in Ludhiana which start business in 2001. Rashi is a national dealer of many reputed companies product like Asus, HP, Pixel view, AMD, Netgear, Sony, Logitech, XFX, Complex, Altec lancing, Sandisk Rashi provide these products sales and services.

**Designation** : Accounts officer  
**Area** : Jalandhar (Punjab)

---

**Job Responsibilities**

- Account's responsibilities include:
- All work in Sales & Distribution such as invoicing and execution for deliveries.
  - All work in Material Management, Stock reconciliation.
  - All work in Financial Control on all incoming and outgoing payments,
  - Bank reconciliation, Cash reconciliation, Branch reconciliation, Vendor reconciliation.
  - Maintain all claims and other accounts related works
  - Maintaining all the records and books like Sales, Purchase, Bank, and Cash etc.
  - Analyzing the Debtors and vendor aging.
  - Coordinating with internal and external for various requirements by CO office.
  - Controlling the credit limits basis the trend of payments to minimize the risk.
-

**Personal Profile:**

Father Name : Sh. Vijay Kumar Joshi  
Date of Birth : 06<sup>th</sup> Aug. 1988  
Language : English, Hindi, Marwari  
Mailing Address : avishekjoshi@gmail.com.  
Contract No : +91 85069-18271,  
Present Address : Durga Colony, Sectors 39, Gurgaon

---

**Acknowledgment:**

I hereby declare that all the above mentioned are correct and believable any if I am furnishing for that, I will be responsible.

---

Date:

Place: Gurgaon

( Avishek Joshi )