

Anil Kumar Yadav

Current Address: Race Course, Near Araghar Chowk, Dehradun, Uttarakhand

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**Currently working as Senior Finance & Accounts Officer with Unison Group-
Unison Infratech Private Limited, Dehradun**

**Previously Worked with Mochiko Shoes Private Limited, Dehradun as Senior
Accounts & Finance Executive.**

**And with VIP Industries Limited, Mumbai & Ahmedabad as Commercial Officer
Accounts & Finance.**

A Competent Professional (MBA in Finance) with Significant Functional Experience in the realm of **Accounts / Finance / Commercial & Operations etc.**, striving to be a strategic & key player in setting & achieving organizational objectives in large & reputed organizations.

Aims and Objectives

- To Achieving assigned task beyond expectations by using my potential, skills and talent is my Victory.
- I am a flexible person who is always willing to learn and explore new things. It helps me to utilize my skills and abilities in an Industry that offers professional growth.
- I seek for a responsible position where I can give my best to achieve my goals.
- I prefer to do planning before accomplishing the task. Punctuality, Commitment and Integrity plays important role in my Life.

My Domains

- Master's in Business Administration (**MBA in Finance**) from **Sadhana Centre for Management and Leadership Development (SCMLD)**, Pune, Maharashtra, India.
- I have worked with Mochiko Shoes Private Limited, VIP Industries Limited, Ifians pvt. Ltd & Motilal oswal securities.
- Having Insightful exposure to various facets of accounting, preparation of MIS reports, Financials reports , Company law compliances, Annual Returns, Taxation, Credit Control, A/R, A/P, Inventory Management, devising of policy & strategy etc.
- Hands on experience in working on Accounting Software like SAP (FI & MM Module), Farvision, Tally ERP 9, Tally Prime etc.

Skills

- *Financial Reporting / Planning & Control*
- *Budgetary Control & Cost Optimization*
- *Analytical & data skills*
- *Advance Microsoft Excel*
- *Learning ability and adaptability*
- *Logic & Comprehension ability*
- *Creative and offering innovative solutions*
- *Intellectual with Interpersonal skills*
- *Comprehensive problem solving abilities*
- *Creative Team Leadership*
- *Brand Promotion & Building*
- *Well aligned With New technologies*

Professional Experience:

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- **Worked with VIP Industries Limited as Commercial Accounts & Finance Officer at Mumbai Head Office & Ahmedabad, Gujarat Branch Office. A leading luggage Brand of India VIP Luggage.**

Duration: - 23rd June 2012 to 31st May 2014

- **Worked with Mochiko Shoes Private Limited at Dehradun manufacturing plant as Sr. Executive Finance & Accounts. Shoes manufacturers of Reebok, Adidas, Puma Etc.**

Duration: - 09th August 2014 to 30th September 2016

- **Currently working with Unison Group- Dehra Construction Company Private Limited & Unison Infratech Private Limited, Dehradun as Senior Finance & Accounts Officer Developers of Centrio Mall, Dehradun**

Duration: - 01st Oct 2016 to Till Date.

Selected Accomplishments:

- **Commercial, Accounts & Finance functions**
 - Maintaining accounts & finance activities of companies at micro as well as at macro level.
 - Having excellent experience of handling Debtors & creditors Management in strategic way.
 - Expertise in managing expense management along with Cash projections and forecast through cash and fund flow management.
 - Key co-coordinator between the sales, accounts, after sales service & logistics etc.
 - Managing bad debts by way strict credit control, follow ups and timely clearance of claims.

➤ **MIS Reporting**

- Adept at financial reporting of the monthly business to higher authorities.
- Proficient at preparation of various productivity reports, key analytical reports for business which helps to increase the revenues.
- Good analytical skills for A/R, A/P, receivables ageing, working capital, which helps in controlling the credit and reduced the working capital in business.
- Generating new MIS report for keeping track record of activities, smooth functioning and controlling.

➤ **TEAM Management**

- Leading, training and motivating teams ensuring their career development leading to positive contribution to the company performance.
- Played key team player role between company and Auditors. .
- Utilization of team effectively towards implementing the strategy's, policies and processes in best possible ways

Accounts Payable:

- Handling A/P processes from scratch to end.
- Ensuring recording of all the transactions to main database timely.
- Preparing Budget, Controlling expenses, maintaining equilibrium.
- Prepare of Ageing report and robust presentation of same to the management.
- Account Reconciliation of Vendor/Contractor accounts.

Accounts Receivable

- Collection and activity reporting to tight deadlines.
- Maintain up-to-date billing system and customer records.
- Monitor customer account details and identify and investigate non-payments, delayed payments.
- Implemented new procedures to increase the progress and efficiency.
- Account Reconciliation of Customer/Brand accounts.

Statutory Compliances (Goods & service Tax (GST), Income Tax, MCA Compliances, Provident Fund, ESIC etc.)

- Ensuring Timely process for statutory compliances.
- Preparing, compiling and Filling of Goods and Service Tax Returns with 100% Accuracy.
- Computation of Advance Tax for Companies, LLP's and Individuals.
- Preparation and implementation of Due diligence report of Contractors for smooth working.
- Maintained company shares in Dematerialization form.

Other Activities

- Maintaining FAR (fixed assets register) and physical verification of Fixed Assets.
- Preparing periodic reports to compare budgeted costs to actual costs.
- Scrutiny of loan account for accurate Interest rate and managing repayment schedules.
- Ensuring timely accounting of all authorized voucher related to sales, purchase, receipts, payments, Debit/Credit Notes, Journals, etc...

Special Recognitions:

- Prepared MIS reports formats for better Control and clear view of financials.
- Highest scorer in Advance Microsoft Excel Conducted Microsoft Excel Classes at various colleges.
- Done Equity Research on companies like Maruti Suzuki, Taj Hotels, Titan Industries, Blue dart, Blue star, Repro India, Rhodia Chemicals, etc.

Educational information:

Academic Level	1.Name of Degree 2.Name of Institution	1.Yr. of completion 2.Period	Major Subjects/ Specialization	1. % 2. Score	Division
10 th Standard	1. S.S.C.	1. 2005	English, Science, Mathematics, History, Computer	1. 59.80%	Second
	2. Omkarananda Saraswati Nilayam & I.C.S.E.	2. 2004-2005		2. 299/500	
12 th Standard	1. H.S.C.	1. 2007	English, Accounts, Computer, Commerce, Economics	1. 72.25%	First
	2. Omkarananda Saraswati Nilayam & I.S.C.	2. 2006-2007		2. 289/400	
Graduation	1. B.COM	1. 2010	Management, Accounting, Business Economics & Business law	1. 59.10%	Second
	2. Pt. L.M.S. Govt. P.G. College & Hemwati Nandan Bahuguna Garhwal University	2. 2007-2010		2. 591/1000	
Post-Graduation (MBA in Finance)	1. Post Graduate Program in Executive Leadership (PGPEL)	1. 2011	Finance Marketing, Human Resources, Production & Operations	1. 66.00 %	First
	2. Sadhana centre for management and leadership development (SCMLD), Pune	2. 2010-2011		2. 3.30/5.00	
	1. Advanced Program in Executive Leadership (APEL)	1. 2012	Finance Management	1. 66.40 %	First
	2. Sadhana centre for management and leadership development (SCMLD), Pune	2. 2011-2012		2. 3.32/5.00	

Personal Dossier

Name : - Anil Kumar Yadav
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I do hereby solemnly declare that all the information provided herein before (Page 1 – 4) is true and correct which I can illustrate / discuss/ produce evidence / testimonials thereof, as the case may be and as desired. I now look forward to an opportunity to work for your organization.

(Anil Kumar Yadav)**DATE:****PLACE: DEHRADUN**