

Yogesh Kumar Singh

Semi-Qualified Chartered Accountant, ATC, M.B.A (Finance & H.R)

B. Com (H), NSE certified market professional.

Contact: cayksingh@gmail.com , +919971431129



❖ Industry Served:

- CEMENT- "BIRLA CORPORATION LTD."
- FMCG - "HALDIRAM MFG. (P) LTD."
- REAL ESTATE - "ARCTIC REFRIGRATION (P) LTD."

❖ Education:

- M.B.A (FINANCE & H.R) IN DEC'18 WITH AGG. 64%
- C.A (INTER) WITH AGG.52% FIRST ATTEMPT IN YEAR MAY'12
- B.COM (HNS) WITH AGG.64% IN YEAR MAY'11
- NSE CERTIFIED MARKET PROFESSIONAL WITH AGG. 75 % IN YEAR DEC'13
- INTERMEDIATE OF COMMERCE WITH AGG 63 % IN YEAR APRIL'08
- 10TH WITH AGG. 71 % IN YEAR APRIL'06

❖ Professional Affiliations:

- STUDENT OF INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

SRN: CRO0362490

❖ ACCOUNTING PACKAGE EXPOSED:

- SAP - PARIVARDHAN
- RAMCO (A PRODUCT OF MICROSOFT)
- NAV
- TALLY ERP9.
- FINACLE

Total Experience : 5.50 Yrs.+ PQE (Post 3 Year Internship)

Current CTC : 8 Lakhs P.A

Expected CTC : 10.5 Lakhs P.A

Current employer: Birla Corporation Ltd.

Notice period : Three Month

Highest qualification: M.B.A (Finance & H.R), CA (Inter)

Current shift timing: 9:00 am to 6:00 am (Mon-Sat)

Career Objective:

- To hone up my Professional skills and become an asset to the Organization.
- Derive satisfaction from my work and input my best to apply my skills and knowledge.
- To contribute towards the achievement of organisational goal as a whole.

Career Contour: 5.5 Yrs. Post Qualification Experience

Organization	Period	PQE (in Yrs.)
Birla Corporation Ltd.	From Dec'20	Current
Haldiram Manufacturing (P) Ltd.	Oct'19 to Nov'20	1.1
Arctic Refrigeration (P) Ltd.	Jan'18 to Oct'19	1.9
Hira Sweets Manufacturing (P) Ltd.	Sep'15 to Dec'17	2.10
M/s. P. R. Kumar & Co. Chartered Accountants An Auditor of Haldiram's	Aug'12 to Aug'15	3 (Internship as per ICAI Guidelines)

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❖ Computer Skills:

- ADVANCE PROFICIENCY IN EXCEL & WORD.
- COMPLETED 100 HRS. OF COMPULSORY INFORMATION TECHNOLOGY TRAINING AS REQUIRED BY ICAI.

❖ Communication Skills:

- ENGLISH, HINDI
- **GMCS-I** : COMPLETED 15 DAYS GENERAL MANAGEMENT & COMMUNICATION SKILL.
- **GMCS-II** : COMPLETED 15 DAYS GENERAL MANAGEMENT & COMMUNICATION SKILL.
- 35 HRS. ORIENTATION PROGRAM CONDUCTED BY NIRC OF ICAI.

❖ Personal Detail:

- MARITAL STATUS: MARRIED
- GENDER: MALE
- HOBBIES:NEWS&VIEWS READER,COOKING, SWIMMING, PHYSICAL FITNESS, ETC.
- CURRENT COMMUNICATION ADDRESS:63/27 SINGH NAGAR CIVIL LINES RAEBARELI. UP-229001
- D.O.B : 06TH JULY 1990

❖ Strengths:

- TECHNO-PROFESSIONAL
- SELF-DRIVEN
- KEEN LEARNER
- GOOD TEAM PLAYER
- LEADERSHIP SKILLS

❖ Weaknesses:

- BEING UNFAMILIAR WITH THE SOFTWARE OF POTENTIAL EMPLOYER.
- ATTEMPTING TO PLEASE EVERYONE.

Professional Work Experience:

- ❖ **Birla Corporation Ltd.-RaeBareli (U.P) Sr. Officer (Commercial) (MP Birla Group – Cement Division) Dec'20 to Present**

Work Responsibilities:

- ❖ **Accounts | Finance | MIS | Taxation | Commercial | SOP:**
- Financial Drafting as per IND-AS and GAAP for Unit RCW/RHTC of Birla Cement for consolidation with standalone and participating in statutory audit with HO Team for Quarterly, Half yearly & Annual closing.
- Preparation & Presentation of Monthly MIS to CPD (H.O) with justification for unusual variances for each variable as compared to last three month historical comparable.
- Responsible for preparation & getting it sectioned of Capex & Revenue budget for Unit RCW & RHTC with stringent implementation over the year for controlling such expenditure through the budget.
- Implementation of "ABC SYSTEM" of Inventory Management including "FIFO" "JIT" "RATE CONTRACT" "MRP" in Store department for two units RCW/RHTC of Birla Corp. Limited.
- Preparation of Movement Matrix covering all movement from the Factory premises and Implementing such SOP and Movement Paper trail at ground level.
- Implementation of Packing Bags deductions from vendor in store department as per the Company policy by formulating a Deduction Matrix on multiple QC parameter in co-ordination with H.O team and circulation of Monthly deduction MIS to TOP Management for both Unit.
- Responsible for GRIR Liability on account of Stores, Spare, Packaging Bag, Freight & Raw Materials supply for two units of Birla Cement.
- Timely arranging & passing bills in coordination with HO team as per PO & SO terms and ensuring compliance of GST credit & TDS/TCS.
- To Handle Performance Bank Guarantee, Advance Bank Guarantee and other legal documents pertaining to Commercial Department.
- Responsible for ensuring compliance with UP Industrial Investment Promotion scheme, 2012 in availing Interest Free Loan from Pradeshya Industrial & Investment Corporation of U.P. Ltd. (PICUP).
- Ensuring Internal Financial Control and drafting replies to Internal Auditor on behalf of Commercial in close co-ordination with Head office.
- Responsible for other MIS like AP Aging, GRIR Aging, Advance Aging, GL Scrutiny for ensuring timely recording of expenditure pertaining to particular period i.e ensuring fundamental Accounting Concept like "MATCHING CONCEPT".

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- ❖ **Haldiram MFG. (P) Ltd.,** **Noida (U.P) Assistant Manager (F&A)**
(Haldiram's Group– FMCG) **Oct'19 to Nov'20 (1.10 Yrs.)**

Work Responsibilities:

- ❖ **Accounts | Finance | MIS | Taxation | Commercial | SOP:**
- Handling a Team of Five Accounts Personnel involved in AR, AP, Cash, GL & Payments for daily supervision with Direct reporting to Managing Directors for day to day activity.
 - Leading a project of ERP implementation with parallel changeover of two ERP system for migration from old ERP system RAMCO and TALLY to SAP/NAV Software.
 - Financial Drafting as per IND-AS and GAAP for consolidation with standalone and heading a team in statutory audit for Annual closing.
 - Preparation of Product wise profitability (PPP) including Monthly and Forecasted MIS for decision making at management level.
 - Preparation of Movement Matrix covering all movement from the Factory premises and Implementing such SOP and Movement Paper trail at ground level.
 - Responsible for all filing of Statutory Returns of GST & TDS before their due dates with zero error in association with the Commercial Team.
 - Comparison of Standard vs Actual including variance analysis and reporting to competent authority.
 - Establishing control on revenue leakage & Transit Variance for retail segment and control on price list for third party and POS Billing.
 - F&B Controlling including CMS Handling & Implementation for 26 Outlets of Haldiram's viz a viz Inventory management and control at Factory level (i.e Base Kitchen) through physical verification, Issue/Consumption for deviations (if any).
 - Establishing control on product cost & product profitability through bill of material and justification for product cost.
 - Control over price list through the distributors margin in to the system to maintain the uniformity of such price list across the functions.
 - Responsible for other MIS like AP Aging, Pending GRN, Advance Aging, GL Scrutiny, Pending Gate Entry for ensuring timely recording of expenditure pertaining to particular period including Cash Flow and Fund Position MIS for decision making to the Management.
 - Responsible for Payroll verification and ensuring the posting before final disbursement.
 - Inspecting Bill of Material (BOM) for ensuring correct processing of backend data for production module and implementing revision (if any) to the initial BOM for proper consumption Accounting.

- ❖ **Arctic Refrigeration (P) Ltd, Gurgaon (HARYANA)** **Sr. Analyst (F&A)**
(Building Refrigeration Creating Future) **Jan'18 to Oct'19 (1.9 Yrs.)**

Work Responsibilities:

- ❖ **Accounts | Finance | MIS | Taxation:**
- Responsible for Cost Center wise MIS for multiple running projects and reporting to directors for their decision making.
 - Financial Drafting as per Accounting Standards and GAAP and handling statutory audit individually for Annual closing including ensuring compliance of Accounting Standard Like AS-19 (For Lease provisions), AS-7 (For making provisions for deferred Revenue as per DOC) & AS-2 (Inventory Valuation).
 - Creation of BOM in Tally of PUF PANELS being manufactured to ensure the Inventory management and adjustment of books Inventory as per physical stock after verifications on monthly basis.
 - Ensuring compliance, implementation under GST w.r.t Availment & Utilization of ITC as per CGST/SGST/UTGST Act and GSTR-1 & 3B as per statutory requirements under GST.

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- Ensuring compliance of advance income tax payment including compliance of TDS deduction & TCS Collection.
- Reconciliation like GSTR-2A VS Books, Books VS 26AS, HRM VS Salary Register, Vendors reconciliations for necessary adjustments in Books of Accounts.

❖ **Hira Sweets MFG (P) Ltd. - Padparganj (New Delhi)**
(FMCG Segment)

Executive (F&A)

Sep'15 to Dec'17 (2.10 Yrs.)

Work Responsibilities:

❖ **Accounts | Finance | Taxation**

- Responsible for daily recording of Expenses, sale and other accounting entries and keep the books up to date.
- Processing Claims of Marketing Personnel as per the Company Policy for timely reimbursement to the beneficiary.
- Responsible for daily MIS for Production, Dispatch, Stock Transfer & Sales to Directors for their reference.
- Accounting for Credit Card of Directors and giving effects to provisions relating to such credit card pertaining to the Financial Year before Annual closing.

❖ **P.R Kumar & Co. - Hauz Khas (New Delhi)**
(Chartered Accountant)
An Auditor of Haldiram's Group Companies

ARTICLE TRAINEE

Aug'12 to Aug'15 (3 Yrs.)

Area of Exposure:

❖ **Statutory Compliance:**

- Statutory audit under the Company Act 2013 and 1956 covering the areas like scrutiny of general ledger, Account payables, Account receivables, Verification of capitalization process, Transaction recording process, and assets management etc.
- Drafting balance sheet and Consolidation of various companies, Individual, Firms including LLP.
- Drafting audit report as per the reporting requirement of the companies audit report order (CARO).
- Ensure compliances of various accounting standards, Auditing and assurance standards, and other pronouncements of the ICAI.
- Stock audit of Haldiram group of companies and report drafting including Inventory control.
- Tax Audit under the Income Tax Act 1961, including computation of income tax for Individuals, Firms and Companies including Minimum Alternate Tax (MAT) & Alternate Minimum Tax (AMT).
- Statutory Audit of Allahabad Bank (Dariyaganj Branch- New Delhi) & Bank of India (Canaught Place- New Delhi).
- Salary Audit including verification of Bonus payable as per Bonus Act.

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