



SANJIV SINGH CHAUHAN

ACCOUNTS MANAGER

PERSONAL INFO

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Bhagat Singh Nagar Adjacent to Green Wood School Pintoo Park DD Nagar Gwalior-470005 MP.

SUMMARY

- Statutory Compliances/ Taxation
- interfacing with authorities like GST, DICC, Excise, Sales tax, for compliance of statutory reforms.
- Managing Tax Audits, Sales Tax, Excise audits.
- Ensuring timely filing of returns and various certifications, under direct & indirect taxes & returns based on the mandatory enactments.
- Industrial subsidy for CCIS, Interest on Working Capital, Insurance, ISO certification reimbursement, CLCSS etc.

SKILLS

Sap Fico - Financial Accounting / Controlling	5/10
Hindi	5/10
General Ledger Accounting	5/10
Management	5/10
Microsoft Excel	5/10
Microsoft Office	5/10
Microsoft Powerpoint	5/10
Journal Voucher	5/10
System	5/10
SAP	7/10
Oracle ERP	9/10



EXPERIENCE

● Accounts manager

Berger Paints India Rajdoot Division

(Dec 2015 - Current)

- Preparation of annual and monthly Revenue expense budget for proper control of Factory operations. Variance analysis of budget vs. actual expenses (capital & revenue expenditure) on a monthly, quarterly & half-yearly basis.)
- Claiming of GST Refund under Central and State Subsidy Scheme.
- Management and control of Fixed asset register and GL reconciliation
- Computation of Processing cost i.e. cost per unit (LT/Kg) on monthly basis.
- Calculation of Productivity analysis Ltr/man-hour on a daily & monthly basis.
- Preparing Data for Monthly GSTR1 & 3B & Filing the same.
- Prepare GST Budgetary Support details & filing the claimed via online & submitting it to the same in the respective department
- Coordinate with GST department for Export & looking after its Documentation Also.
- Reconciliation of Debtor & Creditor Ledger.
- Dealing with the Subsidy department (i.e Udyog Bhawan, AIDC, MSME) for Eligibility Certificate & Central Capital Investment Subsidy
- Liaison with IGST, CGST

Dealing	5/10
	
Reconciliation	5/10
	

- **Account Executive**

Shalimar Paints Limited

(Jun 2013 - Dec 2016)

- Providing all assistance in finalization of Accounts and Preparation of Balance Sheet.
 - Reconciliation of TDS.
 - Maintain and reconcile General Ledger accounts.
 - Reconciling monthly supplier's statement and issue of payments.
 - Preparing salary of all the employees of the company (Payroll).
 - Financial Reporting & Audit preparation and coordinate the audit process.
 - Prepared Trial Balance.
 - Cost and Material variance wastage Analysis.
 - Prepare stock statement for Cash Credit Account on monthly basis.
 - Stock Report Analysis and its valuation.
- Verified data integrity and accuracy.

- **Accountant Cum Office Assistant**

Berger Paints India Limited

(Sep 2012 - Jun 2021)

- Reconciliation of Bank Statement.
- Maintaining Petty cash book and Stock Holding Report.
- Maintaining daily accounting records.
- Preparation of Journal/Voucher/Ledgers/Trial Balance and keeping records of creditors.
- Maintain & Preparing CN/DN of the Dealers.
- Maintain & Preparing Sales Staff incentives.
- Making MIS report monthly weakly & daily like sale report, stocks report.
- Customer aging, customer control, and customer OD, One Page Report, QRP,
- Indent. Preparing Scheme for Customer, monthly and yearly

- **Office Staff**

U.K.Paints India Pvt.Ltd

(Jan 2008 - Aug 2012)

- Prepared Purchase variance report
- Prepared sales tax return and filed
- Excise consolidation
- Quarterly Purchase-Consumption reconciliation
- Reconciliation accrued accounts payable
- Prepared Freight variance report
- All Vendors Purchase Bill Passing & Transporter Bill Passing.
- Prepared Weighted Average report.
- Prepared stock discrepancy Report
- Maintaining Petty cash book and Stock Holding Report.
- GR1 & GR2 Making in Oracle (ERP) System.
- Prepared production and dispatch report
- Maintaining daily accounting records.
- Preparation of Journal/Voucher/Ledgers/Trial Balance and Keeping records of various creditor
- Reconciliation of Bank Statement.

- **Accountant Cum Office Assistant**

Reliable Build Tech Pvt.Ltd

(Jul 2005 - Dec 2007)

Recorded and forecasted cash flow for 25 subsidiaries
Executed all of the company's accounts payable procedures
Recorded and depreciated all fixed assets
Generated monthly reports that summarized travel, software development, and other upper management expenses

EDUCATION

- **MBA(Finance)** **71%**
(Dec 2015 - Current)
Eastern Institute for Integrated Learning
- **M.Com(Commerce)** **68%**
(Apr 2019 - Jun 2021)
Swami Vivekananda Subharti University
- **B.Com(Commerce)** **35%**
(Apr 2001 - Jun 2004)
University of Calcutta
- **Certified GST Practitioner Certification Program(GST)** **0%**
(Jul 2021 - Sep 2021)
ISEL Global
- **Certificate(Cost Accountancy)** **0%**
(Jul 2021 - Oct 2021)
V Skill