



## YOGESH PANWAR

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## OBJECTIVE

Detail-oriented, accurate, and highly motivated senior accountant possessing extensive experience conducting internal audits and collaborating with external audit teams to assure compliance. Excels in quality assurance and accounting process improvements to support financial reporting and establish internal controls. Effective communicator, able to recommend actions to internal team and business leadership while providing valuable advice on financial decisions

## SUMMARY OF SKILLS

o Complex Expense Reporting and Reconciliations.	o General Ledger Entries and Audit.
o Budget Creation, Forecasting and Cost Analysis.	o Data entry, Receipt & Invoices.
o Accounts Payable and Receivable.	o Month Reconciliation and Analysis.
o Research, Investigation and Resolution.	o Reporting Documentation.
o Vendor Relation & Customer Service.	o Analytical and Critical Thinker.
o Financial Statements and Preparation.	o Business Accounting Process Improvement.
o Accounting Principles.	o Microsoft Proficient.

## WORK EXPERIENCE

Currently Working with **Haji Hassan Group BSC (c)** from Dec 2018

### ***Working on:***

#### **Accounts Receivable**

- Prepare rental invoices and intercompany invoices monthly
- Receivables review and prepare ageing statement for Accounts Receivables meeting.
- Prepare Accounts Receivables statements (System and Manual) and payment follow up with tenants by email, phone.

- Customer & Intercompany accounts are reconciled and intercompany reconciliation statements are circulated to the Divisions

### **Accounts Payables**

- Monitoring, Prepare, verification and processing payments of utility, telephone bills etc..
- Prepare of leave settlements
- Prepare, verification capex form and monitoring capex
- Reconciliation of Intercompany and circulated to the Divisions

### **Fixed assets**

- Addition to assets and capitalization
- Disposal of assets.
- Analysis of Assets register and reconciliation with General Ledger account

### **Other Task**

- Prepare Journal Vouchers
- Cash forecast & Bank Reconciliation
- Reconciliation and review of unbilled account monthly wise
- Reconciliation and review of Asset Register
- Reconciliation and review of Accounts Receivables and Payable reports
- Verification and review of General Ledger Account
- Book closing and generating reports as per HO - Accounts Receivables, Accounts Payables, Staff Account, Fixed Asset and General Ledger.
- Prepare required documents for Internal & External auditing.

Worked with **Access Accounting Consultancy SPC** as **Accounting Specialist(Outsource Accounting Services)**

**December 2018 to December 2019**

#### **Work Profile at client sites :**

- Performed full accounting cycle from journal entries through month-end close process.
- Performed monthly financial packets including statements of cash flow, corporate balance sheet, statement of operations, and ad-hoc reports as per client's request.
- Prepared and provided all information for external audits, extracting data from various accounting software and other information systems.

- Reconciled all balance sheet accounts and analyzed their variances on a monthly basis.
- Initiated faster month-end close procedures in the accounting department to provide timelier financial reporting.
- Implemented a new reconciliation documentation process to streamline record keeping for audit purposes.
- Provided various reports to parent and sister companies related to capital expenditures, fixed assets and other accounting information.
- Prepare, review and edit internal control procedures after evaluating them for compliance with company standards and expectations.
- VAT implementation and assistance on filing.
- Provide internal audit on various client industries e.g. Wholesale/Retail flowers business, construction parent sister companies, Media and Publicity, Natural stones, Reputed Real Estate company, Fuel Station, Aggregates, Concrete, Building Materials and Manufacturing

Worked with **Infosys BPM LTD** as **Assistant Accountant**

**May 2018 to December 2018**

- **Work Profile:**

Working on SAP on **FI** Module

- Invoice Booking (MIRO)
- Reconciling inter unit accounts.
- A/P Invoice procurement and supplier reconciliations.
- Royalty calculation, allocation and disbursement on AS/400.
- Royalty Legal contract setup and review.
- Cash management on Ariba (SAP).
- Client queries resolution.

3.7 year as an **Senior Accountant** in “**Bahadur Steel & Fabrications**”

*Firm deals with iron and steel fabrication; consignment with builder contractors, colonizers and real estate broker.*

**Year Aug 2014 to Apr 2018**

**Work Profile:**

- Data Punching
- Invoice Booking (MIRO)
- Release Payment via Cheque/NEFT
- Proper Checking employee reimbursement form & Vendor Bill as per SOP.

- Maintain accuracy and completeness of daily accounting of all transactions such as bank / cash payments & receipts, journal vouchers, debit note, credit note etc.
- Preparing MIS/Reports for Weekly basis.
- Variance analysis of Exps Monthly as well as Quarterly basis.
- Manage Statutory, Surprise & Internal Audit.

## **EDUCATIONAL CREDENTIALS**

### **Master of Business Administration in Finance scored Second Class, 2018**

*Leadership Institute of AIMS, University Of Mysore*

### **Bachelor of Business Administration scored Second Class, 2012**

*S.S. Jain Subodh P.G. College, University of Rajasthan*

### **Pursuing Ernst & Young Financial Analysis Prodegree**

*Imarticus Learning-Online Training*

### **Senior Secondary (or Equivalent to 10+2) in Commerce scored First Class, 2009**

*GBN School, Rajasthan Board*

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## **TECHNICAL SKILLS**

**Packages:** SAP FI, Ariba, Tally ERP, QuickBooks, MS Office and Internet Applications.

**Operating Systems:** Windows and iOS

**Typing Speed:** 40-48 words per minute with accuracy of 90%

**Certification:** Tally ERP 9 and Advance MS Excel by Tally Gems

## **PERSONAL DOSSIER**

**Date of Birth:** 25 November 1992.

**Current Address:** Flat no 24, Building no 1037, Road no. 3925, Block 339, Umm al Hassam, Bahrain

**Permanent Address:** P.N. 147D, Shankar Colony, Naya Khera, Vidhyadhar Nagar, Jaipur (INDIA).

**Marital Status:** Unmarried.

**Languages Known:** English, Hindi, Urdu and Nepalese.

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**Signature**