##### **VIPIN SHARMA** *­­­­­­­­­C:\Users\CT\Desktop\WhatsApp\Media\WhatsApp Images\IMG-20201003-WA0030.jpg*

##### **CAREER SNAPSHOT**

##### **Email** [**78vipinsharma@gmail.com**](mailto:78vipinsharma@gmail.com) **+973-33826728**

##### **CPR/DL#781050677**

##### **WORKEXPERIENCE – 17 YEARS**

**Bachelor of Commerce**

###### ***from Dr.BR Ambedkar University, India***

**Computer Skills**

**Tally ERP| Oracle ERP| SAP| MS Office**

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| **THE NATIONAL TRADING HOUSE W.L.L** | **Feb 2020–till date** |

* Working as a **Chief Accountant**

##### General accounting,

##### Credit Control

##### Budget controlling

##### Inventory

##### Balance sheet finalization

##### Dealing with internal and external auditors

##### Payables (Local & Import suppliers payments thru bank facilities)

##### Reconciliation ( Bank, Suppliers, Customers)

##### Cash flow

##### VAT (Tax computation, return filing & Payment)

##### Dealing with suppliers and customers for various issues

##### Payroll

##### Dealing with legal advisors.

##### Lmra and GOSI

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| **SIAC-SKH INDIA CABS MFG PVT LTD (SEN & RAY Co.)** | **Jan 2018–Dec-2019** |

* Working with M/s SIAC-SKH India cabs Mfg Pvt. Ltd. As an **Assistant Manager-Accounts & Finance,**

It’s a joint venture of SKH and SIAC SPA of Italy. The facility manufactures fully trimmed cabins for JCB and Caterpillar from its units in Palwal, Jaipur & Pune (India). SIAC SKH is the market leader in cabin manufacturing in India with 3 out of 4 backhoe cabins built in India being SIAC SKH products. By close of 2018.

##### General accounting,

##### Fixed assets accounting

##### A/P accounting

##### Reconciliation ( Bank, Suppliers, Customers)

##### Project accounting

##### Budgeting

##### GST/VAT payments & Returns

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| **Sub-Contractor in side ASRY\_HIDD** | **Jan. 2012-Aug 2017** |

Goltens is a service organization that enables ship owners and power plant operators all over the world to minimize asset downtime via [diesel services](http://www.goltens.com/p/diesel), [in-situ machining](http://www.goltens.com/p/in-situ), and [BWT system retrofits](http://www.goltens.com/p/greentech).Each year over 1,000 clients including ship-owners, shipyards, industrial plants and power stations, rely on Company to organize, plan and perform critical maintenance and repair work and supply of parts.

**Sr. Accountant**

***Accounting***

* Maintenance of Books of Accounts (Accounts payable, Accounts Receivable & GL) up to the finalisation of year-end Statements.

**Accounts Payable**:-

* Issue the Purchase order (PO) after GM approval on quotation from vendor
* Receiving invoices from store with GRN, checking all invoices with PO and Service/supply agreement if averting found as per PO\Agreements then enter into system
* For import – after receiving BL , Air way bill, Invoice & Packing list from supplier\bank handover all the documents to agent for custom clearances
* Update the suppliers list with all contact and banking details
* Preparing payment to suppliers
* Vendors visit
* Record the time taken by vendor for supply
* Accounts reconciliation (Monthly)
* Balance confirmation from vendors\inter companies (Monthly)
* Commission invoicing to inter companies
* Timely payments to parent company against management fee

**Accounts Receivable**:-

* Receiving all completed\on going Job files for part, final & supplementary invoices
* For Export – after receiving the PO from customer inform the despatch teem for arrangement of logistic, provide the Invoice and packing list to agent with stamp from Ministry of commerce for custom clearances
* Update the customer data in system before invoicing
* Renewal of agreement with customers
* Monitoring the customer ageing
* Providing statement of accounts for reconciliation and payments
* Payments follow up

**GL Accounting**:-

* Booking the prepaid expenses for the month
* Booking the depreciation for the month
* Booking the labour accruals (Salary,LTA,LS) for the month
* Book the all other accruals for the month( rent, E&W, LMRA, labour dept. & utility bill of port)
* Transfer the material & labour cost to jobs
* Booking of subcontractor bills after approval of concern department
* Responsible for banking work.

**Banking:-**

* Verify the all payments and receipts with bank advice & bank statement
* Prepare the request letter for bank Bond for tender deposit
* BG work for import
* Online salary processing
* Reconciliation daily bases
* Apply for over draft from bank for new or ongoing projects
* Preparation of Monthly financial reports
  + - P&L (Actual) for the month and year to date
    - P&L (budgeted) for the month & YTD
    - Balance sheet
    - AR & AP ageing report with provision
    - Inventory ageing with provision
    - CAPEX report
    - Work in progress details (Job wise)
    - Forex (gain or loss) detail
    - Intercompany transactions detail
    - Manning report
    - Sales order reserve and intake during the month report
    - Performance commentary monthly bases after financial report
* Handled the Payroll and its accounting
  + - * Checking of time sheets of workers/emp.
      * Allocation of labour cost to completed and ongoing jobs
      * Deduction of employees advance amount /loan from salary
* Budgeting
* Forecasting for the last two months (Nov & Dec)
* Prepare the budgeted P&L
* Prepare the 5 year plan
* Budget presentation at Dubai office
* After approval of budget provide the budget copy to each department

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| **WOW GLOBAL INDIA PVT. LTD (GURGAON-HARYANA)** | **Sep. 2008-Dec.2011** |

WOW Global Corporation, a certified Women-owned and Minority Business Enterprise (WBE/MBE), is an award-winning Healthcare IT company that provides customized Healthcare IT consulting, Healthcare IT products and Business Processing Outsourcing (BPO) solutions to physician practices, hospitals and healthcare organizations. Our strengths include EMR/EHR implementation and support services, EDI and XML integration, medical billing and claims processing and, HIPAA privacy and security compliance. WOW Global has deployed more than 2500 consultants on over 350 projects in more than 35 states. Our strengths include:

**Asst. Manager - Accounts &Finance**

***Accounting***

* Maintenance of Books of Accounts (Accounts payable, Accounts Receivable & GL) up to the finalisation of year-end Statements.
* Preparation of Profit & Loss A/c ,Cash Flow& Finalisation of Balance Sheet
* Preparation of MIS reports to aid financial decision making by management
* Reconciliation of Creditors & Debtors, Bank Statements on a monthly basis.
* Ensuring optimum utilisation of cash; reduction in expenses; interfacing with Banks for smooth flow of day to day operations.
* Responsible for banking work like OD &BG .
* Handled the Payroll and its accounting

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| **CASE COLD ROLL FORMING LTD (GURGAON-HARYANA)** | **Nov 2005-Aug 2008** |

*(Case Cold Roll Forming Ltd. is Group Company of C & C Construction Ltd (Listed Company) one of the India’s largest road construction company. Having contracts Rs.3000 crore in India and Out side India ,Case Cold engaged in manufacturing of Guardrails, Towers, Crusher which is supply to C & C ,NHAI, PGCL,BSEB.)*

***Executive - Accounts***

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| **ASSOCIATED CONTAINER TERMINALLTD (FARIDABAD-HARYANA)** | **Feb 2003-Oct 2005** |

*(It is a biggest Private Inland Container Depot of northern India having top corporate houses of India as clients. & having Train movement facility and Bonded warehouse at Ballabgarh (Faridabad)).*

***Executive - Accounts***

**ARTICLESHIP**

**M/S S. D. Pathak & Company. Chartered Accountants, Mumbai (Oct 1999 to Oct2002)**

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**Date of Birth : 1st October, 1978**

**Father’s Name : Late Sh. Mathuresh Sharma**