

VIJAY SINGH PATIAL

ACCOUNTS / FINANCE / TAXATION / AUDIT & COMMERCIAL

PROFILE :

- A dynamic Accounts Professional with a thorough grasp of the various Accounting Principles, Policies and Procedures, Corporate and Taxation Laws and Statutory Enactments with the ability to relate theory with practice.
- In depth exposure to Accounting and Accounts Management, handling issues pertaining to Direct and Indirect Taxes.
- Hands on experience of accounting of **Textile Industry, Paper Mill, I.T. Industry, Entertainment, Media Rights, Service Providers - Telecom Sector, Automobiles, Manufacturing of Automotive, Engineering Procurement & Construction** etc .
- A team leader / player with exceptional interpersonal skills and analytical bent of mind thus being able to comprehend and explain complex financial data easily and a track record of quality work and timely execution.
- Proficient in the use of computers with “Master Diploma in Computer Application” and complete Software Professional Course in “ORACLE - 7.1 with Developer 2000” .
- Keenly interested and ideally suited for a Senior position in Accounts, Finance, Taxation, Audit & Commercial in any established industry .

My core competencies are:

Accounts and Financial Management	Taxation- Direct	Taxation- Indirect
Inter Groups Reconciliation	Income Tax	Central Excise
Reports/ Documents/ Reconciliations	Tax Deducted at Source	Service Tax
Management Information System	Wealth Tax	Sales Tax / VAT
Team Leader / Player	Statutory Compliance	Central Sales Tax
Liaison with Govt. Departments	Inventory Management	Works Contact Tax
	Import and Export obligations	G. S. T.

PROFESSIONAL EXPERIENCE :

- **Team Leader** : Leading, managing, supervising and motivating a team of assistants, ensuring maximum efficiency and quality execution within stipulated time schedules.
- **Accounts Management** : Monitoring book keeping, Maintenance of Books of Accounts, All type of Reconciliation, annexures, schedules, projections, etc. while ensuring compliance of the accounting basics.
- **Finance Management** : Control of Cash and Bank, Preparing the Financial Statements, Finalisation of Accounts , Taxation, Profit & Loss, Balance Sheet, Budgeting, Fund receivable, Fund Utilization & Distribution, Liaison with Bank, LC, BG, MIS Data for Management and Liaising with auditors .
- **Taxation** : Handling issues pertaining to Income Tax, TDS, TCS, Wealth Tax, Central Excise, Service Tax, VAT, CST, WCT, and GST etc of Individuals, Companies, etc. viz.- returns, compliance etc along with Liaison with various departments.
- **Audit** : Inventory / Purchase & Sale / Journal Vr's / Cash & Bank / Loan – Secure, Unsecured & Term Loan / Working Capital / Limits – OD & CC / Liabilities / Fixed Assets & Current Assets / Expenses / Depots / Branches / Statutory Compliance / AG Audit / TDS / Central Excise / Service Tax / Income Tax / Sales Tax / GST .
- **Statutory Compliance** : Ensuring statutory compliance to the related laws, regulations and statutes in all the transactions entered into by the client organizations.
- **Evaluation** : Working in various industries as per the prevalent Accounting Systems and “Internal Control System”.
- **Import & Export** : Handling import and export, like goods verification from excise personnel along with its billing and ARE-1 & II forms along with Bank realization certificates.
- **Personnel and Administration:** Heading the Personnel / Administration liaison officer like PF, ESIC and other returns relating to employees welfare along with Attendance, Salary, Wages, OT, Bonus, and Gratuity.

WORK EXPERIENCE :

- **1995-2002**
Worked with M/s. V.S. Corporation as **Sr. Accountant** from Nov '1995 to Sept ' 2002 .
- **2002-2009**
Worked with M/s. Digi-Set as **Manager - Accounts & Finance**
&
Worked with M/s. Divya Broadcasting Network Pvt. Ltd. as **Accounts Head** from October '2002 to Mar '2009.
- **2009-2016**
Worked with M/s. INDO FARM EQUIPMENT LIMITED as **Manager - Accounts & Finance** from April '2009 to June '2016 .
- **2016-2017**
Worked with M/s. RAJAN PREM GOYAL & ASSOCIATES as **Sr. Consultant - Accounts & Taxation** from June '2016 to August '2017 .
- **2017 Onwards**
Working with M/s. **EMC Limited** - Electrical Manufacturing Company Limited : (**Manufacturing, Engineering, Procurement & Construction**) as **Sr. Manager – Accounts & Taxation** from August '2017 to till date.

ACADEMIC QUALIFICATION:

- MASTER OF COMMERCE - M.COM .

PROFESSIONAL QUALIFICATION :

- International Financial Reporting Standards - IFRS
{International Accounting Standards}
- CHARTERED FINANCE MANAGER - CFM
{Accounts / Finance / Taxation / Audit / Commercial & Finalization of Accounts}
- TAXATION MANAGEMENT
{Direct Tax & Indirect Tax}
- MASTER IN BUSINESS ADMINISTRATION - MBA FINANCE
From Sikkim Manipal University
- PROFESSIONAL FINANCIAL ACCOUNTANCY - PFA
Chandigarh.
- PERSONNEL MANAGEMENT & INDUSTRIAL RELATION - PMIR
Chandigarh

COMPUTER EDUCATION:

- MASTER DIPLOMA IN COMPUTER APPLICATION - MDCA
- ORACLE - 7.1 WITH DEVELOPER 2000 WITH FORM 4.5 & REPORTS 2.5
- Foxpro, Window & some other's certificate & Diploma's courses .

SOFTWARE EXPOSURE:

- **SAP** - Working in SAP from April ' 2011
- **TALLY** - from 1995
- **C.A. - Software**

Job Responsibility :

- Balance Sheet : Finalisation of accounts on monthly, Quarterly and yearly basis as Profit & Loss and leading the Balance Sheet .
- Direct Tax : Income Tax / TDS / TCS / Wealth Tax .
- Indirect Tax : GST / VAT / CST / WCT / Central Excise / Service Tax .
- Budgeting : Independently budgeting in Corporate / Sites / Projects .
- Return : Company / Non Company / Individual & All Statutory Compliance .
- Assessment : Income Tax Assessments, TDS Assessments, Sales tax Assessments, Service Tax & Central Excise .
- Audit : A.G. Audit / Statutory / Service Tax / Central Excise .
- Liaison : Excellent Liaisoning with all Department as Income Tax, Central Excise, Service Tax, Sales Tax .
- Routine Job : Handling the routine jobs on daily basis and share to team and follow-up .
- Team Leader : Leading the team of 25 subordinates .
- Human Resource : ESIC, EPF, Attendance, Salary, Wages, OT, Bonus, Gratuity and liaison with the ESIC & PF Department .
- Reporting : Management .

REFERENCES :

- Available on Request

PERSONAL DETAILS :

- Father Name : Sh. Karam Singh Patail
- D.O.B. : 05.06.1972
- Marital Status : Married
- Notice Period : One Month
- Passport : Having valid indian passport
- Contact-Mobile : 9216111011 / 6230208933
- Contact-Email : patialvijay72@gmail.com
Patialvijay72@yahoo.in
- Address : H.No. F-51, Chhattarpur Extn. Delhi – 110074 .

Place : Delhi

Date : . . 2019

(Vijay Singh Patial)