**Pritam Singhaniya**

S/o. Late Shri Malik Singhaniya

P.No. – 15, Door No. – 3-2-11, F.No. – G3,

Sahana Avenue, Whisper Valley, Rajiv Gandhi Nagar,

Bachupally Village, Qutubullahpur Mandal,

Medchal-Malkajgiri District,

Hyderabad – 500 090 (Telangana State)

**Cell No**.: +91- 99857 30390 **Date of Birth**: January 03rd 1980

**E-mail ID**: [singhaniya\_2001@yahoo.co.in](mailto:singhaniya_2001@yahoo.co.in) **Sex/Marital Status**: Male/Married

**Languages known** English, Hindi & Bengali

**INTRODUCTION**

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Currently associated with Infor India Pvt. Ltd., Hyderabad from December 10th, 2007 as ***Principal Product Support Analyst.*** Primary responsibility is to deliver off-site ERP Applications Support for customers of India, Asia Pacific & EMEA Region in ***Finance*** domain in the following list of Infor solutions:

* Infor-ERP LN (Standard & India Localization).
* BaaN IV Standard & India Localization.
* BaaN V

**KEY FUNCTIONALITIES SUPPORTED IN FINANCIALS**

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| Business Process Mapping for Accounts Payable/Accounts Receivable in Integrations with Distribution/Manufacturing Module. |
| Invoice Accrual Account Reconciliation Issues in Accounts Payable (AP) Module. |
| Business Mapping for Fixed Assets – Procurement, Disposal and Scrapping. |
| Process from Purchase Order creation to Match & Approve of Purchase Invoice along with Cash Cycle. |
| Reporting Requirements in Accounts Payables and Accounts Receivables. |
| Payment/Receipt Process Mapping in Cash Management Module. |
| Usage and Reconciliation of Control Accounts (Accounts Payable/Accounts Receivables). |
| Indian Taxation Set up and its process flow. |
| Chart of Account Set up in GLD. |

**SPECIALIZATION ON CROSS-FUNCTIONALITIES**

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| Purchase – Creation and Processing of Purchase Orders till its Finance impact. |
| Sales – Creation of Sales Order till its Finance impact. |

**KEY PROJECTS UNDERTAKEN**

On-site Project involvements include the following:

1. BaaN IVc4 Training to Jubilant Retail (A Division of Jubilant Agri and Consumer Product Ltd.)

Following was the working:

1. Understanding of Business and Customer’s requirements.
2. Business Mapping Process in Finance Module based on business requirements.
3. Indian Taxation Set up – Excise, TDS/TCS, VAT and Service Tax.
4. Undertaking User Acceptance Testing based on business mapping done.
5. Key User Training on following functionalities:

* Purchase Order to Cash Cycle accompanied by Indian Taxation process.
* Sales Order to Cash Cycle accompanied by Indian Taxation process.
* Integrations set up of Finance Module with Logistics/Manufacturing Module.

1. In-house training to Goa Shipyard Ltd. Goa

Following was the working:

🡪 Training on Service Tax, Excise, C.S.T. & VAT.

1. Webinar Training to Fronius International GmbH on complete overview of Indian Taxation and its mapping in BaaN IV c4.
2. On-site training to Hari Machines Ltd. Rajgangpur (Odisha) on Fixed Assets module on BaaN IV c4. Complete setup and process flow on Fixed Assets.
3. On-site training to Elgi Equipments Ltd. Coimbatore (Tamil Nadu) on Fixed Assets module on BaaN IV c4. Complete setup and process flow on Fixed Assets.

**PAST PROFESSIONAL EXPERIENCE**

**Organization :** Indian Sales Corporation, Bhilai, (C.G.)

Indian Sales Corporation is having a dealership of Hero-Honda.

**Duration :** September, 01st 1999 to August, 01st 2001.

**Job Title :** Assistant Accountant

**Job Profile :** Maintain Cash Book, Petty Cash Book, Bank Book, Bank Reconciliation Statement, Debtors/Creditors ledger reconciliation, voucher entry, voucher preparation, bank transaction, sales & purchase entry, internal audit, cash handling.

**Organization :** Hotel Celebration, Raipur, (C.G.)

Hotel Celebration is a three-star hotel with various outlet of sale, like Rooms, banquet hall, DJ, bar, health club, restaurant, coffee shop, game zone etc.

**Duration :** September, 01st 2001 to July 31st, 2002.

**Job Title :** AssistantAccountant

**Job Profile :** Maintain Cash Book, Petty Cash Book, Bank Book, Bank Reconciliation Statement, Debtors/Creditors ledger reconciliation, voucher entry, voucher preparation, bank transaction, sales & purchase entry, stock maintenance of kitchen, internal audit, checking K.O.T., bar stock maintenance.

**Organization :** Madhu Fertilizers Ltd, Raipur, (C.G.)

Madhu Fertilizers Ltd. is a group of agro based. It has various branches at Chhattisgarh, Madhya Pradesh & Bihar. It is one of the leading dealers and distributor in Chhattisgarh. It deals in various fertilizers company like Paradeep Phosphate Ltd., Gujarat Narmada Valley Fertilizers & Chemicals, Gujarat State Fertilizers & Chemicals, Nagarjuna Fertilizers & Chemicals Ltd., National Fertilizers Ltd., Dharamsi Morarji Chemical Co., Coromondel Fertilizers Ltd., Chambal Fertilizers & Chemical Ltd., Steel Authority of India Ltd., Khaitan Chemical & Fertilizers etc.

**Duration :** August, 01st 2002 to April 30th, 2003.

**Job Title :** Accountant

**Job Profile :** Maintain Cash Book, Petty Cash Book, Bank Book, Bank Reconciliation Statement, Debtors/Creditors ledger reconciliation, voucher entry, voucher preparation, bank transaction, sales & purchase entry, stock maintenance, internal audit, cash handling.

Taxation- Commercial Tax, Entry Tax, Income Tax, TDS.

**Organization :** Bharat Insecticides Ltd. New Delhi (H.O.) branch office at Raipur (C.G.)

The Bharat Group is a multi-product, multi-location, and one of India's leading manufacturers and exporter of a large range of Agrochemicals and Intermediates for crop protection and Pharma intermediates. Bharat Insecticides is an Indian producer of a wide range of pyrethroid and organo-phosphorus insecticides and other agrochemicals.

**Duration :** May, 01st 2003 to June 02nd 2005.

**Job Title :** Branch Accountant cum Depot In-Charge.

**Job Profile :** Maintain Cash Book, Petty Cash Book, Bank Book, Bank Reconciliation Statement, Debtors/Creditors ledger reconciliation, voucher entry, voucher preparation, bank transaction, sales entry, stock transfer & stock receipt entry, stock maintenance, internal audit, cash handling, direct contact with parties, order placement to parties & branch office.

Taxation- Commercial Tax, Entry Tax, Central Sales Tax.

**Organization :** Bhagwati Industries, Raipur (C.G.)

Bhagwati Industries is a manufacturer of Rice and rice bran.

**Duration :** July 2005 to November 2007.

**Job Title :** Senior Accountant.

**Job Profile :** Maintain Cash Book, Petty Cash Book, Bank Book, Bank Reconciliation Statement, Debtors/Creditors ledger reconciliation, voucher entry, voucher preparation, bank transaction, sales entry, stock transfer & stock receipt entry, stock maintenance, internal audit, cash handling, direct contact with parties, order placement to parties & branch office.

Taxation- Commercial Tax, Entry Tax, Central Sales Tax.

**ACADEMIC QUALIFICATIONS**

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| **Academics** | **School/College** | **Percentage of Marks** |
| P.G.D.B.A. (Finance) | Symbiosis Centre for Distance Learning, Pune | 60.32% |
| M. Com, 2004 | Durga College, Raipur, (C.G) | 64.7 % |
| B. Com, 2002 | Durga College, Raipur, (C.G) | 66.8 % |
| 12th, 1999 | Salem English School, Raipur, (C.G.) | 60.4 % |

**COMPUTER LITERACY**

🡪Extensive Knowledge of ERP Software Packages – Baan IV & V and ERP LN.

(Modules – Account Receivables, Account Payables, General Ledger, Cash Management, Fixed Assets,

**(**Working Knowledge in Distribution & Logistics)

🡪MS-Word, MS-Excel, Power Point, Tally 4.5, 5.4, 6.3 and 7.2.

🡪E-Commerce from Big Leap Academy 2000-2002.

**AREAS OF INTEREST**

🡪Playing Football, Cricket, Fitness & Adventure.

**COMPETENCIES**

🡪Good Communication Skills (both written and Spoken) having high flair in Reporting.

🡪Good Presentation Skills.

🡪Good Numerical and Reasoning Skills.

🡪Good Analytical, Interpretation and Forecasting Skills.

**REFERENCES**

**Mr. Saurabh Agrawal, Businessman, 09425505505, 09993695000**

**Mr. Atul Jain, F.C.A., M.V.K. Associates, Raipur. 09893598301**

###### Mr. Rakesh Khandelwal, F.C.A. Raipur, 09893598304

***I hereby declare that the above-mentioned details are true to my knowledge and belief.***

**Place: Hyderabad (Telangana State)**

**(Pritam Singhaniya)**