

Rajan Ahuja

Over 5 year's rich experience (Post qualification) and 3 year's Article Assistant in the areas of Finance, Auditing and Taxation. Presently associated with Hindustan Unilever Limited as a Senior Finance Executive on payroll of Randstad India Pvt Ltd.



✉ rajanahuja888@gmail.com

📞 9268185463

📍 Nit-3, Block-G, House no 66, Faridabad, Haryana

To,

The Human Resource Manager

Dear Sir/Madam,

As a Professional I would like to apply for Job in your esteemed organization. I would like to work in a professionally challenging and simulating environment and give of my best to the organization.

I did my post-graduate (MBA Finance) from Sikkim Manipal University, holding a certificate as a Semi Qualified (CA-IPCC) issued by The Institute of Chartered Accountants of India and graduation (B.Com(Hons)) from Delhi University. I have rich 5 years' experience (Post qualification) and 3 years of Article Assistant in the areas of Finance and Accounts, Auditing and Taxation.

The main key deliverables that I had in my current position:

- Partnering with Stakeholders to discover the area and opportunity for savings.
- Working closely with internal Stakeholder for Budget tracking on various Project (Highlighting actual spends Vs Plan).
- Co-ordinate with stakeholder for GRN of material and service invoices
- Open PO tracking
- Month end provision and Cash Forecast
- Vendor reconciliation and Balance confirmation
- Month End Closing Dashboards
- Liaison with Statutory auditor, Internal auditor and GST Auditor & ensure resolving of audit query.

Please review my attached application for additional details regarding my expertise and key deliverables.

I believe my skills would make a positive addition to your team. If you would like to get in touch to discuss my application and to arrange an interview, you can contact me at above mention details.

Thank you for your consideration

Sincerely,

Rajan Ahuja

Encl: Copy of Resume

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OBJECTIVE

To work for an established expanding company where my skills & work experience will have a valuable application & will contribute to the growth and success of the company.

ACADEMIC & PROFESSIONAL CREDENTIALS

Qualification	University	Year	Marks (%)
MBA (Finance)	Sikkim Manipal University	Feb'2020	65%
CA-IPCC	The Institute of Chartered Account of India	Nov'2013	58%
B.Com (Hons)	School of Open Learning, Delhi University	May'2014	46%

SAP CERTIFICATION COURSES (LINKEDIN LEARNING)

Financials Essential Training, Accounts Payable, Accounts Receivable and S/4 HANA Financial Accounting Overview

ORGANIZATIONS

Organizations	Designation	Experience
Hindustan Unilever Limited	Senior Finance Executive	(Jul'2018 – Present)
Samsung India Electronics Private Limited	Finance Executive	(Sep'2016 – May'2018)
Reliance Jio Infocom Pvt Ltd	Finance Executive	(Nov'2015 – Jul'2016)
U K GOENKA & Company	Article Assistant	(May'2012 – Feb'2015)

WORK EXPERIENCE

Senior Finance Executive

Hindustan Unilever Limited- R&D (Merger of GSKCH)

July'2018 – Present

Payroll of Randstad India Private Limited

Reward & Recognitions

- Global Employee Recognitions
- Streamline of Project Budget Tracking
- Bringing R&D Stock Transfer package in Live

Process Improvement

- Implementation of new process for R&D trial product movement from vendors to Factory.
- Working closely with R&D scientist for Future requirements and further amend an agreement accordingly.
- Approving each transaction of Material pickup/drop and suggest best mode to meet timelines.
- Closely working with procurement for onboarding of new vendors.

Key Deliverables

- Successfully play the role of R&D Finance partner in the transition from GSK to HUL.
- Working closely with HUL Scientists for Budget tracking on various Project (Highlighting actual spends Vs Plan).
- Preparation of month end closing Dashboard
- Sharing monthly Open PO report with HUL Scientists for timely payment of Vendor
- Co-ordinate with stakeholder (HUL Scientists) for GRN of material and service invoices
- Co-ordinate with HO Account payable team for timely release of payments



- Reconciliation of Outward register with GL Balance on monthly basis for Finalization of GSTR1 and pass necessary entries in books
- Reconciliation of Inward register with GL Balance on monthly basis for Finalization of GSTR 3B and pass necessary entries in books
- Co-ordinate with Parent Finance team to ensuring correctness of Child to Parent balance
- Coordination with Tax team & vendor for reconciliation of GSTR 2A mismatch
- Generation of Tax invoice/ Delivery challan in case of trial material movement to other sites in India
- Generation of E-way bill
- Month end provision and Cash Forecast
- Handling payment related queries of Vendors
- Liaison with Statutory auditor, Internal auditor and GST Auditor & ensure resolving of audit query.

Finance Executive

Samsung India Electronics Pvt Ltd-HO

Sep'2016 – May'2018

Payroll of Manpower Group Services India Pvt Ltd

SAMSUNG

Key Deliverables

- Per Call rate analysis of Strategic Partner's (HCL, Reliance, TVSE, B2X & R-logic)
- Rate Differential payout analysis
- Monthly Provisioning, Forecasting and Rolling Plan
- Rate Differential and Manual Claim invoices processing
- Resolving Balance Confirmation issues
- Knockoff Account payable and Account Receivable
- Service Centers Code Creation and Product & Service authorization to New Service Centers
- Maintaining MIS tracker
- Liaison with Statutory auditor and Internal auditor's & ensure resolving of audit query

Finance Executive

Reliance Jio Infocom Ltd

Nov'2015 – Jul'2016

Payroll of Gupta Ayush & Associates



Key Deliverables

- Validation and Processing of Service and Supply Invoices of Delhi NCR Circle
- Handling Payment Related Quires with Vendor's
- Monthly Provisioning
- Credit & Debit Note accounting
- Reconciliation of Vendor Accounts
- Invoice booking in SAP of Delhi NCR
- Maintaining MIS tracker on daily basis and follow up with circle to resolve the case
- Material Reconciliation
- Preparing BTN Detail and Work order amendment

Article Assistant

U K GOENKA & Co

Mar'2012 – Feb'2015

Key Deliverables

- Preparation of TDS Return
- Prepare Income Tax return for company, partnership firm as well as Individual
- Preparation of Tax Audit Report (3CD)
- Preparation and Finalization of Balance Sheet and Statement of Profit & Loss
- Examination of Client Book
- Responsible for Entry in Books
- Audits of Companies, Partnership Firms, Charitable Trust, Co-op Societies, stock audit, Revenue audit of Punjab National Bank and Statutory audit of Dhanlakshmi Bank