**CURRICULUM – VITAE**

**NAVIN SAXENA E :** navinsaxena4009@gmail.com

MCom, PGDCA  **P : 7566554009**

 **A : Jabalpur India 482004**

**­­PROFESSIONAL SUMMARY:**

Seeking a position in an organization to utilize my skills and abilities that offer professional growth while making a valuable contribution to the company and explore my knowledge and expertise in a challenging environment. Adaptable Business Support Officer with 21 year of Providing operational oversight and enhancements to retails, construction & FMCG Companies Tireless in seeking untapped opportunity to optimized Business

**CAREER OUTLOOK (Total experience of 21 years)**

1. Working for last 7 years with Larsen & Toubro Limited, Bhopal as a Branch Accounts Officer.
2. Worked for LG Electronics Ltd Bhopal as an Account officer for 4 ½ Year.
3. Worked for Vee-kay Group of Company as Accounts Manager for 9 years.
4. Worked for Hitachi Home & Life Solution (India) Ltd as Branch Accountant.
5. Presently Working in L&T Construction as Assistant Manager Accounts from Apr 2018 to till now.

**Job Profile** :-

Accounts & Business support services to all SBUs, Management of working Capital, Assets, Internal and External Audit, Capital/Revenue Budget, Indirect Taxes, Statutory Compliance, Assisting SSC operations & new Initiatives, Handling Indirect tax for Madhya Pradesh Sales tax various Activities, like assessments, Appeals, Payment & Returns on behalf of all the Units of L&T . Handling GST payment and Return for Corporate Vertical.

Worked for Smart world communication IC Services Hyderabad project name Telangana

Fiber Grid Corporation area follow Finance & Accounts, Tax Planning , Pricing , GST , Site Audit, Administration , Stock ,Vendor Payment, Cash Flow, Interaction with Client for payment Revenue Budget Store related matter handling about 70 people in office.

**I**) Company Name **: Larsen & Toubro Limited**

 Duration : May 2011 To Till Now

 Designation : Assistant Manager Accounts

 Location : Mumbai, Chennai, Hyderabad, Bhopal, Nagpur

 Major Project : Mumbai City Surveillance, Telangana Fiber Grid

 Corporation Hyderabad. ZB Project Airforce Ambala

**Job Responsibilities Independently handled in L&T : (Indirect taxation, Branch Accounts Finance & Banking & MIS, Liasioning with Govt Authorities) :-**

1. **Banking & Finance :**-
2. Account Receivable (AR) receipting and appropriation for Independent Company, Bank reconciliation Liasioning with bank department.
3. Arranging of EMD/SD/ABG/PBG for client for project execution for our IC.
4. **Financial & Accounting Management: -**
5. **Interunit advice** for amount debit to IC**,** payroll inputs**, MIS** reports for Head office & regional office. Support to external agencies & auditors.
6. Day to day accounting, Statutory Audit. Sales Accounting, Account Payable, Branch Accounting Trail Balances, & Balance Sheet & Verifying financial data
7. Maintenance of records for fixed Assets (physical verification, transfers & disposals)
8. Support to Internal team for Job Work Invoicing, Client invoicing, Tax Calculation GST Invoice, Support to stores MRN.STN.
9. Preparation of various MIS reports, follow up for Customer Outstanding, Support to branch admin team for monthly accounts report, car hire report, **PF& ESI & Labour** related issue discuss with advocate for solving issue.
10. Checking, verifying & approving of Income tax investment for Company employees.
11. Preparation for Cash Inflow & outflow statement, analyzing & working of yearly budget. Follow up with HQ for Insurance of our vehicle & fixed assets provide in Branch Office.
12. Physical verification of Inventory at site office & Central warehouses & various customer places.
13. **Indirect & Direct Tax & Local bodies Tax** **:-**
14. **VAT & Service Tax Regime :-**
15. Handling Indirect Taxation matter for Madhya Pradesh that consists working of Sales tax Assessments and Appeals, under Vat Regime statutory Compliances, timely payment of tax of site office & regional office, Monitoring tax litigation. Also working closely with Advocate for assessment & appeal hearing, working & any other litigation arrived during assessment follow-up for all statutory form issued during Vat regime. Handling Service tax claims, assessment return filling assessment and appeals.
16. **GST :-**
17. GST payments and filing of GST return. Mentoring GSTR2A related ITC Claims of Vendor. Tax MIS to send to HO. Working with IDT for assessment & appeal. handling GST audit, appeal, tribunal cases with our advocates. GST ITC reconciliation follow with vendor for return upload GST Return & Audit.
18. Liasioning & rapport building with senior government officials in GST, excise, sales tax departments and legal consultants and explain hurdles being faced by business unit in routine course of operations, pending matters and obtain relief.
19. Coordination with legal advisory/consultants, get clarifications/reply, attending personal hearing before appellate authorities
20. Strengthening of internal controls, preparation and circulation of SOPs and review.

 **c.)** **PF, ESI & Labour cases** :-

 n) PF & ESI & Labour return at branch & Site office closely discuss with consultant
 assessment & appeal.

 **d)** **Administration: -**

 As a Site & Branch accountant we have see site administration activity that
 includes office administration. Labour Colony , Time office , CSR, Employees
 welfare activity.

 **II**) Company Name **: Hitachi Home & Life Solution ( India ) Limited**

 Duration : Feb 2011 to May 2011

 Designation : Executive Accounts & Audit On-roll

 Location : Indore

 Handling Finance and Accounts, Banking, Audit & Taxation for Branch.

 **III)**  **Company Name : LG Electronics (I) Pvt. Ltd**.

 Duration : Jan 2007 to 12-FEB-2011

 Designation : Assistant Manager Finance & Accounts Off roll.

 Location : Bhopal

**Job responsibilities Handled:**

* Checking Purchase Registers, STN, GRN, RGP, NRGP.
* Forwarding Fund Requisitions in a prescribed Format to Corporate Office
* Intra branch reconciliation, Vendor Payment Batch Processing.
* Preparation of Bank Reconciliation Statements
* Arranging Cash & Bank balance confirmation certificates to Corporate Office,
* Supplier Advance Confirmation certificates to be obtained on every end of the month
* Employee Advance account Reconciliation
* Salary Processing Clearance to be given to Corporate Office before disbursing the Salary from Central Zone
* Maintaining Registration Certificates / Govt1 docs/ Rental Agreements/ Customer Contracts/ MOUs / Insurance – Office / Warehouse Policies
* Interaction with Legal Advisers and make sure that the smooth flow of  Legal formalities, Tax awareness Etc.
* Attending Conference Calls for the matters like - Expenses Analysis / Funds Balances / Stock Positions / Supplier Advances.
* AR Management, AP Management, GL Management.
* All Branch Accounts responsibilities.
* Internal & External Audit .

**V} Veekay Group of Companies, Jabalpur (M.P.)**

 Duration :- 1999 –2006

 Designation :- Accounts Manager

 Location :- Jabalpur

**Job responsibilities handled :-**

1. Overall control of Finance and accounts, Banking, audit & taxation.
2. Finalization of Accounts, auditing and filing of Annual returns under the Companies Act.1956 and Income Tax Act. 1961, Preparation of Income Tax/ Sales Tax/CST/Entry Tax/Service Tax, PF & ESI Assessments.
3. Dealings with banks and financial institutions, preparation of Stock facilities.

**SCHOLASTICS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SR.NO** | **QUALIFTCATION** | **BOARD/UNIVERSITY** | **YEAR OF PASSING** | **PERCENTAGE** |
| **1** | **S.S.L.C** | **Board of Secondary Education** | **1992** | **61%** |
| **2** | **B.COM** | **Jabalpur University** | **1995** | **57%** |
| **3** | **M.COM** | **Jabalpur University** | **1997** | **50%** |

**COMPUTER/TECHNICAL SKILLS**

* PGDCA (Computers) from Computer Point -Jabalpur MSCIT – 54 % (July 2009)
* Presently working in SAP/EIP Module in Larsen & Toubro Limited & ERP in LG Electronics.

**STRENGTHS**

* Leadership Quality.
* Innovative in Nature.
* Hard working capability.
* Easily adapt at any location.

**PERSONAL DOSSIER**

* Date of Birth : 25th August 1972.
* Gender : Male
* Marital Status : Married
* Nationality : Indian
* Mother Tongue : Hindi
* Languages Known : English, Hindi
* Permanent Address : H. No. 21/A, New Ram Nagar, Near Anupam

 Vidyalaya Ad hartal, Jabalpur. M.P.

 Mobile No- 7566554009.

* Interested in : Learning new things & accepting new

 Responsibilities and challenges

**I Promise you to give my best if I get the opportunity. I hereby declare that all the above details given are correct to the best of my knowledge.**

**Thank you,**

**NAVIN SAXENA**