

# NEERAJ PANDEY



📅 30/08/1991

📍 INDIAN

📞 9716464790

✉ npandey063@gmail.com

## 👤 PROFILE

LL.B, B.Com graduate skilled professional with 10 years' experience in the field of Accounts and Compliance. Having good working knowledge & expertise in Indirect Taxation, Record to Report, Legal Compliance, Negotiation & Contract Management, Fema, Accounts Payable, O2C, Banking & Treasury, Financial analysis, Cost Control, Invoice & revenue generation, Reconciliation, Statutory Audit, Secretarial Audit & Compliance, Contract / Revenue Assurance, Team Handling Experience, Foreign Remittance, Familiar with Budgeting, Forecasting, Various Analysis. I also having good working knowledge of Accounting Standards (IND-AS, US GAAP, IFRS), Taxation Law, Corporate Law, Labour Law. Hands on experience ERP's like Microsoft Dynamic Navigation, SAP FICO, Tally, Quick books, Win Yatra.

## ★ STRENGTHS

# Time Management    # Attention to Detail  
# Leadership    # Action oriented    # Punctual  
# Controlling    # Collaborating effectively  
# Effectively managing multiple projects

## 📁 WORK EXPERIENCE

📅 03/2020 – 07/2020    📍 GURGAON, INDIA

### Senior Accountant Guest Tek India Private Limited

Manage and oversee the daily accounting operation globally.(India, Dubai, US, Turkey).  
Prepare Tax computation & filling returns (GSTR-1 & GSTR-3B, TDS, Dubai VAT).  
Inter Branch accounting & reconciliation.  
Follow-up accounts of letters of guarantee with banks.  
Record to Report Management.  
Negotiation of Contracts and evaluation of new business.  
Contract Management and Standardization of

## 📁 WORK EXPERIENCE

contracts for various products.  
Managing overseas payment & foreign remittance.  
Coordinate the end of month closing process to ensure all corporate deadlines.  
Prepared monthly financial reports, productivity report, reconcile complex fixed asset accounts and provide reports to management regarding significant expenditure fluctuation.  
Establish and maintain Fiscal Files and records to document transactions.  
Preparation of monthly management report and accompanying schedules, worksheets and narratives, including budget reports.  
Assist with special projects assigned by management.

📅 08/2019 – 02/2020    📍 GURGAON, INDIA

### Deputy Manager Accounts Vstay Solutions Private Limited

Oversee the daily operations of the accounting department.  
Created databases and spreadsheets that improved inventory management and reconciliation of all payments.  
Create the Set-up and implemented financial systems in new startup company, developed functional specifications for approved enhancements, document changes and updates to the system, and resolved technical problems.  
Responsible for reporting financial statements to consultants and directors.  
Review operating guidelines and processes to ensure compliance with Company policy.  
Follow-up accounts of letters of guarantee with banks.  
Establish and maintain fiscal files and records to document transactions.  
Managing overseas payment & foreign remittance.  
Prepare Tax Computation & filling returns (GSTR-1 & GSTR-3B, TDS).  
Managed ROC or Other non ROC compliance (ADT-1, AOA, MOA, INC- 22A, DIR-KYC, AOC-4, MGT-7, TAX Audits, Other payments of periodic dues .



H.no.80, Street No.3, Chajjan Nagar Palla No. 4 Tilpat Road 121003,  
INDIA

🌐 <https://www.linkedin.com/in/neeraj-pandey-80492a75/>

## WORK EXPERIENCE

Advising on HR related compliance's like (ESI, PF, Payroll, Employee Contract & Other Legal Contract etc. Inter Branch accounting & reconciliation. Negotiation of Contracts and evaluation of new business.

Contract Management and Standardization of contracts for various products.

Prepared monthly financial reports, productivity report.

Reviewed detailed analyses of fixed asset general ledger accounts and depreciation expenditure on a monthly, quarterly and annual basis.

Assist the auditors in conducting statutory / Internal Audit.

 07/2013 – 08/2019  DELHI, INDIA

### **Team Leader Accounts**

#### **RIYA HOLIDAYS PRIVATE LIMITED**

Managed and oversee the daily operations of the accounting department.

Record to report Management.

Vendor Management with foreign remittance.

Working with spreadsheets, sales and purchase ledgers and journals.

Sorting out incoming and outgoing daily post and answering any queries.

Prepared monthly closing entries.


Prepare Tax Computation & filling returns (GSTR-1 & GSTR-3B, TDS, ESI, PF).

Inter Branch Accounting & reconciliation.

Prepared monthly financial reports, productivity report.

Provided support for accountants and external departments in general accounting and related functional areas.

Assist the auditors in conducting statutory / Internal Audit.

 06/2012 – 07/2013  FARIDABAD, INDIA

### **Accountant**

#### **Batra Auto Company Private Limited**

Managed all day to day accounting, invoice preparation, Journal entries, Bank entries.

Performed bank reconciliations, account reconciliation.

Prepared Stock Statement.

 03/2010 – 04/2012  FARIDABAD, INDIA

### **Audit Assistant**

#### **SANJAY GARG ADVOCATE & ASSOCIATES**

Worked in Indirect & direct Taxation, company auditing, Sale Tax return, Excise Register maintain, sale tax department assessment, Income tax returns etc.

## SKILLS

### ACCOUNTING SKILLS

Tax Accounting

R2R Management

Accounts Payable

Inter-Branch Accounting

Tax & Statutory Audit

Financial Management

Budget Forecasting

### COMPUTER SKILLS

Microsoft Office

Microsoft dynamic

navigation

Tally

SAP Fico

ZOHO Payroll Software

Quick Books

### LEGAL SKILLS

Taxation Law

Corporate Law

Labour Law

Contract Management

Negotiation

Drafting & Litigation

## CERTIFICATES

**GST Practitioner Certification**  
ISEL

**SAP FICO Certification**  
Udemy

**IFRS Certification**  
Udemy

## EDUCATION

 08/2019 – PRESENT  JAIPUR, INDIA  
**MBA - Finance & HR**  
**Jaipur National University**

 09/2016 – 08/2019  AGRA, INDIA  
**LL.B**  
**Dr. Bhim Rao Ambedkar University**

 08/2009 – 11/2012  DELHI, INDIA  
**B.com**  
**DELHI UNIVERSITY**