

# NEERAJ PANDEY



📅 30/08/1991

📍 INDIAN

📞 9716464790

✉ npandey063@gmail.com

## 👤 PROFILE

Detail-oriented and self-driven accounts compliance and Legal officer adept at reviewing activity Taxation & Secretarial Compliance and all contracts and agreements, managing compliance databases, identifying improper sales practices and market violations, and providing advice to executives on industry regulations. Effective communicator with great analytical skills and ability to work and perform well in Accounts Payable, RTR, Indirect taxation, negotiation & contract management, vendor management, financial analysis, revenue generation & recognition, TDS, GST compliance, reconciliation, statutory audit, secretarial audit & compliance, contract / revenue assurance, HR policy, arbitration, civil suite, drafting & litigation, team handling experience, Taxation Law, Corporate Law, Labour Law. Familiar with budgeting, forecasting, various analysis. I also having good knowledge of accounting standards (IND-AS, US GAAP, IFRS),

## ★ STRENGTHS

# Time Management   # Attention to Detail  
# Leadership   # Action oriented   # Punctual  
# Controlling   # Collaborating effectively  
# Effectively managing multiple projects  
# Networking   # Adaptable   # Responsible  
# Creativity   # Research   # Perseverance

## 📁 WORK EXPERIENCE

📅 08/2020 – PRESENT 📍 NOIDA, INDIA

### **Assistant Manager- Compliance & Legal Atlas Shipping Services Private Limited**

- Working as a strategic HR & FINANCE partner to translate business strategies and objectives into an agenda.

## 📁 WORK EXPERIENCE

- Developing and overseeing control systems to prevent or deal with violations of legal guidelines and internal policies
- Responsible for companies Indirect & Direct taxation returns filling like (GST, PF, ESI, TDS).
- Managing GST compliances for all the states.
- Prepare GST computation & analysis of ITC.
- 26AS/IAS reconciliation on periodic basis.
- Statement preparation for annual audit/assessment.
- Interbranch ledger reconciliation.
- Finalized the monthly end to end accounting reports.
- Responsible for finalize the accounts book keeping and audit compliance.
- Preparing the document for inward and outward remittance(15CA, Bank Letter etc.)
- Monthly reconciliation within due date for all tax related accounts.
- Maintain litigation and compliance tracker.
- Develop and implement an effective legal compliance program.
- Proactively audit processes, practices and document to identify weakness.
- Review company legal cases and resolve the matter as per requirement.
- Evaluate business actives(e.g. Accounting process, Agent agreement, HR policies, investment) to asses the compliance risk.
- Collaborate with External auditors and HR when needed.
- Set Plans to manage a crisis or compliance violation.
- Educate and train the employees on regulation and industry practice.
- Address employee concerns or questions on legal compliance.
- Providing Legal support to the various internal departments.
- Work with other in-house counsels and outside





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121003, INDIA

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

## WORK EXPERIENCE

counsels, as required.

- Negotiate closings and draft complex legal agreements.
- Prepare the document for company ongoing cases relate for arbitration, Labour Law, Negotiable instrument and others.
- Managing HR agile projects end to end, Including coaching and training other team members.
- Create the happy working environment for all employee and conduct the POSH training.
- Collaborate with the business for creation high performance culture by creating and implementing team and organizational design solutions, providing measurable performance and improvement plans.

 03/2020 – 07/2020  GURGAON, INDIA

### **Senior Accountant- Compliance 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 contracts for various products.
- Managing overseas Inward & Outward 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 – PRESENT  GURGAON, INDIA

### **Deputy Manager- Accounts & Compliance 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.

## WORK EXPERIENCE

- 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 .
- 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.
- Prepare 15CA & other document for outward remittance.
- Preparing monthly closing entries.
- Managing 17 people team & follow-up for daily routine work.
- Working with spreadsheets, sales and purchase ledgers and journals.
- Sorting out incoming and outgoing daily post and answering any queries.

## WORK EXPERIENCE

- Prepare Tax Computation & Filing returns (GSTR-1 & GSTR-3B, TDS, ESI, PF).
- Inter Branch accounting & reconciliation.
- Assists in preparation of monthly management report and accompanying schedules, worksheets and narratives, including budget reports. 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.

 03/2010 – 04/2012  FARIDABAD, INDIA

### **Audit Assistant** **Sanjay Garg Advocate & Associates**

- Managed the accounting work for our client (Manufacturing Company, Traders & Service provider's).
- Preparation sale Sale Tax Form. (C, F, H, D1, E1, E2, C4, form. 38 etc.
- Compute & Filling sale tax return. Preparation document of sale tax assessment.
- Bank & Cash A/c ledger reconciliation.
- Vendor & Party a/c reconciliation.
- Managing the Annual Audit Compliances.
- Working in Internal & statutory Audit.
- Preparing Excise register(RG-23, RG-23 Part -and Part- 2).
- Cross-checked data between the physical documents and the system. Ensured that statements and records comply with laws and regulation.
- Became fluent in recording accounting entries into Tally.

## SKILLS

### ACCOUNTING SKILLS

Tax Accounting  
R2R Management  
Accounts Payable  
Inter-Branch Accounting  
Tax & Statutory Audit  
Financial Management  
Budget Forecasting  
Internal Audit  
External Audit  
Credit Control

## SKILLS

### COMPUTER SKILLS

Microsoft Office  
Microsoft dynamic  
navigation  
Tally  
SAP Fico  
ZOHO Payroll Software  
Quick Books  
Sharepoint

### LEGAL SKILLS

Taxation Law  
Corporate Law  
Labour Law  
Contract Management  
Negotiation  
Drafting & Litigation  
Arbitration

## CERTIFICATES

### **GST Practitioner Certification** **ISEL**

### **SAP FICO Certification** **Udemy**

### **IFRS Certification** **Udemy**

## EDUCATION

 09/2019 – PRESENT  DELHI, INDIA



### **Company Secretary** **Institute of Company Secretaries of India**

 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**