

ANIL KUMAR RANA

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20+ Years Exp. in Finance & A/c including Taxation, Balance Sheet Finalization, AP, AR. B.Com & CMA(Intermediate) having work with Amar Ujala Pub. Ltd, "CHUTKI" Brand etc. Software Used : SAP-FICO, Oracle ERP, Tally ERP, etc.

CAREER OBJECTIVE

To be an integral part of result oriented developing organization seeking a suitable position where my potential can be recognized and utilized.

WORKING EXPERIENCE

1) **Company** : ***M/s Legris India Pvt Ltd (Laminar Group)***
(A Manufacturing Co. in Hydraulic & Pneumatic Fittings)

Designation : **Manager – Finance & Accounts**
Duration : **April.2021 – Current.**

Responsibilities

- Manage internal & Statutory Audit, **Balance Sheet Finalization**, Commercial, MIS and other management support.
- Manage Account Payable including Payment, Vendor Ledger reconciliation, Strengthen and grow relationships with Vendors & Suppliers through timely payments.
- All Accounting Operations in **SAP-FICO Module**.
- Process Import-Export Payment. Settlement of BOE & Shipping Bill with Bank, Process LC, Bank Guarantee with Bank with supporting documents.
- Monthly statutory Compliances monitoring & filing e.g., GST Return, TDS/ TCS- Deposit/ Quarterly Returns, TDS Certificates, Advance tax, Computation of Income tax, Annual TAX Return, Employee Taxation, EPF Challan generation & Payment, Form16 Issuance, Tax- Assessments Support.
- Reconciling inter-branches & inter-company transaction of group, Scrutiny of Debtors & Creditors Ledger, Billing, Monitoring E-Way bill compliances, etc.
- Co-ordination and Arranging of Fund from Different PSU, Bank and Financial Institutions.
- Analyse cost, pricing, variable contributions, sales results for profitability, company performance, and improvement measures.
- Scrutiny & reconciliation of Various Bank accounts, Monitoring & Managing Cash, Cash/Fund Flow, etc.
- Monitoring the EPF & ESIC compliance regarding the Salary & Wages of Workers & Staffs of Co.

2) **Company** : ***M/s K M Marketing (Manufacturing Co. of "Chutki")***
(A Leading Mouth Freshener Brand in India)

Designation : **Accounts Manager**
Duration : **Sept. 2016 To Mar. 2021.**

Responsibilities

- Scrutinizes of ledgers for monthly compliance of statutory payments e.g. GST, TDS, Income Tax etc. and filling the returns accordingly on periodical basis of all the Co. /Firm of BKG Group.
- Controlling direct costs and overheads, Stock Valuation & Inventory Management and achieving maximum cost control in operations with costing of product
- Implementing financial procedures, maintenance & finalization of Balance Sheet, P & L, Cash/Fund Flow & other accounts as per statutory practices & management of all Companies/Firm of Group.
- Preparing ageing statements of debtors and creditors, Salary Sheet/Payroll Sheet, E-Way Bills, etc.

3) *Company* : ***M/s AMAR UJALA PUBLICATIONS LTD. (Print Media)***
(A leading Hindi Paper daily of Northern India)

Designation : **Assistant Manager (Finance & Accounts)**
Duration : **June 2010 To August 2016**

Responsibilities

- Leading Finance & Accounts of General Management Department at Noida–Corp. Office.
- Reconciliation of Bank, Vendors Ledgers, Customer Ledgers, fund Management, etc.
- Billing of Advertisement; Controlling Deals & agreement with Clients.
- Preparation of Modules for finalization of balance sheet & Profit & Loss A/c for unit.
- All Accounting Operation in **Ad-Pro Package & ORACLE – ERP Package.**

4) *Company* : ***M/s VIRTUAL ENGG. SERVICES PVT. LTD, N.D (EOU UNIT)***

Designation : **Senior Accounts Executive**
Duration : **October 2001 TO May 2010**

Responsibilities

- Reconciliation of Various Bank Accounts & its branches. Handling Foreign Currency in **Tally 9.0.**
- Preparation of cash flow, compare & review it Quarterly. Analyzing data from QuickBooks.
- Preparation of MIS report & reporting to Director-Finance.
- TDS Deduction of various head & filing Qtrly return; Payroll Preparation & Issue of Form 16/16A
- Finalization of Balance Sheet, P & L A/c. & Annual Income Tax returns filing.
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ACADEMIC QUALIFICATIONS

B.COM from OSMANIA UNIVERSITY, HYDERABAD

PROFESSIONAL QUALIFICATIONS

1. **CMA (Intermediate) from ICAI.**
2. **S.A.P FICO (S/4 HANA) CERTIFICATION FROM HENRY HARVIN EDUCATION**
3. **Certified Mutual Fund Advisor (Certified with AMFI)**

PERSONAL DETAILS

Marital Status : **Married**
Language Known : **English and Hindi**

PRESENT ADDRESS

H.No. A-0008, Engineers Enclave
Haldoni More, Greater Noida, Uttar Pradesh – 201306

(ANIL KUMAR RANA)