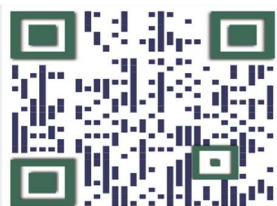




UTTAM SINGH



CONTACT

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DELHI, INDIA 110008

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EDUCATION

December 2020
PGDMA-Finance
Symbiosis SCDL, Pune

October 2009
Bachelor of Commerce
Delhi University, Delhi

May 2005
Intermediate
CBSE, Delhi

May 2003
Matriculation
CBSE, Delhi

CERTIFICATIONS

Certification in Computer
Application

PROFESSIONAL SUMMARY

Result driven finance professional having more than 12 years of experience in overseeing finance management, financial control and supporting in financial planning & Process excellence. Effectively Offering confidence, team contribution and decision-making skills.

SKILLS

- Financial Management and Reporting
- IRDA Compliance reporting
- Standard operating procedure development
- Prioritizing and Planning
- Finance Process Automate
- Finance MIS
- Cost Data Analysis
- Accounts Payable and Accounts Receivable
- Budgeting and Variance Analysis
- Monitoring Results
- Corporate Financial Strategy

PROFESSIONAL EXPERIENCE

August 2014 - Current

Deputy Manager - Finance, Hero Insurance Broking India Private Limited, NEW DELHI, INDIA

- Preparation of Financial statements as per Indian Indas.
- Preparation of monthly MIS report and tracking AOP with actuals & sending it to the CFO & Directors'.
- Preparing Data for IRDA Return (Quarterly/Half Yearly/Yearly)
- Assist in Preparing Annual Operating Plan (AOP)
- Managing Cash Flow of Companies
- Revenue Recon with MIS and Books.
- Heading Accounting team for day to day operations and managing standard operating procedures, implemented by management.
- Creditor's ageing, debtors ageing and scrutiny of Trial including reporting on overdue amounts & follow up with debtors & creditors
- Liaise with auditors to ensure appropriate monitoring of company financials and independently handling of entire books of accounts and related management reporting.
- Oversee operations of finance department, set goals and objectives, and design framework for these to be met.
- Monitoring of all office expenses and to track company financial status and performance to identify areas of potential improvement.

LANGUAGES

English

Hindi

- Looking after on Banking operation & preparation of Bank Reconciliation Statements and liaise with bank for day to day operations.
- Filing of Indirect Taxation Returns (GSTR, TDS)
- Reconciliation- Investment (MF/FDR), 26AS Policy Level Reconciliation with Sourcing VS 64 VB Verified.

October 2010 - August 2014

Account Executive- Finance and Accounts, *Webtel Electrosoft Private Limited*, New Delhi, India

- Prepare of Vendor reconciliation statements & Confirmation
- Payroll and Employee Reimbursement Processing
- Maintaining Books of accounts and account Payable and Receivable
- Involved in maintenance of inventory register and Inventory flow report
- Record Sales, Purchase, entries in books of accounts.
- TDS calculation and Depositing
- Maintain Branch accounting and reconciliations.
- Reconciliation of Bank and 26 AS.
- Co-ordinate with auditor, Audit in auditing and short out their queries.
- Liaising with bank for day-to-day operation activities.
- Devoted special emphasis to punctuality and worked to maintain outstanding attendance record

December 2009 - September 2010

Account Assistant, *Pel Soft Lab Private Limited*, New Delhi , India

- Record entries in accounting Software
- Deposit cheque in Banks and Prepare BRS
- Maintaining Petty Cash Book
- Document filing

(Uttam Singh)