

UTTAM SINGH

Deputy Manager - Finance

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West Delhi



EXPERIENCE

Deputy Manager - Finance

Hero Insurance Broking India Private Limited

08/2014 - Present New Delhi, India

- Prepared and analyzed financial statements per Indian IndAs, ensuring compliance and accuracy.
- Streamlined monthly MIS reports, tracking AOP with actuals, enhancing decision-making for CFO & Directors.
- Assist in complete IRDA return process (quarterly, half-yearly, yearly).
- Assist in annual operating plan preparation, aligning financial strategies with company goals.
- Optimized cash flow management, ensuring liquidity and financial health.
- Led revenue reconciliation with MIS and books, improving financial accuracy.
- Directed accounting team, enhancing day-to-day operations and adherence to SOPs.
- Facilitated strong relationships with auditors, banks, and fiscal entities, improving financial monitoring, reconciliation, and transactions.
- Reconciliation- Investment (MF/FDR), 26AS, Revenue Recon, Policy Level Reconciliation with Sourcing VS 64 VB Verified.
- Assist in Reinsurance Accounting.

Account Executive- Finance and Accounts

Webtel Electrosoft Private Limited

10/2010 - 08/2014 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

Account Assistant

Pel Soft Lab Private Limited

12/2009 - 09/2010 New Delhi, India

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

EDUCATION

PGDMA-Finance

Symbiosis SCDL

2020 Pune

Bachelor of Commerce

Delhi University

2009 Delhi

SUMMARY

Dedicated finance professional with a proven track record in financial operations and compliance. Skilled in Financial Management, IRDA Reporting, and Budget Analysis. Detail-oriented and analytical problem-solver with a commitment to accuracy and efficiency. Effective communicator fostering strong relations with stakeholders. Experienced in streamlining financial processes to align with company objectives. Excited to bring expertise in financial strategies to drive success for the team and the organization's mission.

LANGUAGES

English

Advanced



Hindi

Advanced



SKILLS

Financial Management and Reporting

IRDA Compliance reporting

Budgeting and Variance Analysis

Standard Operating Procedures

Prioritizing and Planning

Monitoring Results

Finance MIS

Cost Data Analysis

Finance Process Automate

STRENGTHS



Detail-Oriented

Focused on precision and accuracy in all financial tasks and reporting.



Analytical Thinker

Skilled at analyzing complex financial data to derive strategic insights and recommendations.

EDUCATION

Intermediate

CBSE

📅 2005 📍 Delhi

Matriculation

CBSE

📅 2003 📍 Delhi

STRENGTHS



Effective Communicator

Capable of conveying financial information clearly to different stakeholders and fostering strong relationships.



Strategic Planner

Proficient in developing and implementing financial strategies aligned with organizational goals and objectives.