

Anuuj Jainn

Overseas Address:

**C-157/2 Abomey Gare, Contonou, Benin
West Africa**

Permanent Address:

M-162 Laxmi nagar, Delhi-110092, India

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Current CTC: \$24,000 (PA) Last overseas salary

Expected CTC: \$30,000 (PA) salary exc perks

Mobile No.: +91-9818988000

CAREER OBJECTIVE

To be a dynamic Manager in order to excel the establishment in the changing and emerging economy of the country and also to put together my future with a sharp vision and right values too. Also to be a better Manager in leading by example, setting the pace and delegating where necessary.

OVERSEAS WORK EXPERIENCE

I have a work experience of more than 15 years in the field of Finance in which I worked 7 years in International finance in West Africa. I have enjoyed work with Export Trading Company (ETG) Benin West Africa as a senior finance Manager for 5 years. Presently I wish to be a Manager in a reputed company where I can enhance my skills and providing new and exciting ways to conduct the profession.

Title: Senior Finance Manager (Jan 2012 – Oct 2017)

Company: Export Trading Group (ETG-Benin) part of Export Trading Company.

**Deals in Agro Commodities like Rice, Pulses, sugar, Wheat, Fertilizer etc have
Presence in all over Africa, Asia, Europe America, Australia.**

Role: Preparation and reviewing of Monthly Management Report (MMR) with timely basis month on month.

- Preparation of annual accounts and coordinate with auditor for finalizing of annual account and submitted to company and body as per statutory laws on timely basis.
- Preparation and reviewing of monthly sales/revenue register. Other Cash and bank balance summary.
- Preparation of Risk pack consists of forex cover, Debtors and stock ageing. Monitoring the stock and debtors ageing effectively.
- Daily reporting of cash, bank with utilizations and stock update. Coordinate with HO for funds requirement and payments.
- Maintenance of Fixed assets register and send it to Consolidation team every quarter.
- Maintaining Transactional Profit and loss account at country level by doing import and export product costing to justify each trade and even procurement of commodities.
- Maintenance of books of accounts including bank, accounts receivable and accounts payable reconciliations on regularly basis.

- Capitalization of Plants, Properties and Equipment, tracking of Capital expenditure land purchases or constructions and keeping it within budget.
- Monthly Overheads analysis and internal control and monitoring of the Topline and bottom-line of the business.
- Budget preparation and reviewing regular budget vs. actual and updating finance Head about any major variation and concerns.
- Credit control over credit sales and collections. Updating about overdue debts with effective way of collecting the same.
- Understanding of local laws & its compliance and tax structure incentives, advance payment tax, withholding tax, employment taxes and others.
- Timely payment of local payroll and its compliance as per applicable local law.
- Manage all local audits/controls efficiently with compliance of VAT, customs and Import and Export.
- Maintain relationship with Bankers/ treasurers for various opportunities/ alternatives for better forex management.
- Ensuring strong motivation within F&A team and maintaining harmonious relationship with Operation finance and consolidation Team.
- Punctuality in attendance and attending matters on priority and Regularly appraisals of the staff and identifying their training need.

Title: Accounts Manager (Aug 2010- Dec 2011)

Company: **Societe Sonam Abidjan (Ivory Coast) part of Stallion group Nigeria.**

Deals in Rice & Other Commodities have presence in all over Africa.

- Role:** Complete Managing of Books of Accounts, Collection of Cash /Bank for all sales made from Branch Inventory management
- Preparing & analysis MIS reports on daily and weekly basis.
 - Managing Cash flow and expenses effectively.
 - Maintaining and finalizing all the books of accounts.
 - Handle Vendor Payment and Accounts Receivables on re
 - Ensure the monthly reporting to Head Office on daily cash, stock, statement and actual performance for the month
 - Co-ordinating with Head Office for timely management of cash flows.
 - Maintaining banking relationship for working capital facilities
 - Assist's in governance procedures of the Company and Internal controls of the company.

LOCAL WORK EXPERIENCE

Title: Senior Accountant {April 2018- Present)

Company: **Presidium School (3 Branches Delhi NCR, India)**

Presidium School is an established, well respected brand with a proven record for imparting quality education. They are the fastest growing chain of schools in Delhi-NCR. The school is backed by an experienced, highly qualified team in the education industry.

Role:

- To supervise complete set of school's accounts.
- Budgeting and performance analysis of school's actual v/s budgeted operation.
- Banking, Treasury, cost management and Monitoring of TDS, PPF, Stock Inventory.
- Insurance of school's assets and manpower.
- Periodic Reports to school management time to time on regular basis.
- Establishing & managing the school's financial performance by structuring systems with adequate controls and checks at strategic positions.

Title: Accountant {May 2008-June2010)

Company: **Axis Info vista Services Pvt Ltd (Delhi, India)**

Axis is an International & Domestic BPO. It is engaged in various Outsourcing Process.

Role:

- Manage Day to day accounting Payable and receivable accounts.
- Handle Day to day Accounts and finance.
- Preparation and Monitoring of Sales Tax, U.P vat, TDS, income tax, Stock Inventory.
- Preparation & Monitoring Pay roll accounts
- Prepare various MIS Reports.
- Manage Email related works

Title: Accountant {July 2005-March 2008)

Company: **Mothers Pride Play School**

Mother's Pride is engaged in the field of child education since 1996.

Role:

Maintain all the books of accounts, stock management, take care of Tax related matter.

Bank reconciliation and handling cash.

EDUCATIONAL QUALIFICATION

- **B.com (honor's)** in 2002 from DCAC (Delhi University).
- **MBA in international Business in 2005** from Jamia Millia Islamia University, Delhi.

OTHER QUALIFICATION

➤ **COMPUTER APPLICATION:**

Conversant with Microsoft dynamics-ERP, Tally, MS Office Applications.

PERSONAL PROFILE

Nationality	:	Indian
Gender	:	Male
Marital Status	:	Married
Children	:	One boy of 12years old (7th grade).
Date of Birth	:	28 th Oct 1979.
Father's Name	:	Sh. S. C Jain.
Hobbies	:	Swimming, Travelling & Driving.
Language Known	:	English, French, hindi.
Notice Period	:	15 days

PLACE : Delhi

(Anuuj Jainn)