

Akhilesh Narayan Tiwari

Mb: 9838088882 Email: ant88.lloyd@gmail.com

Career Objective:

Branch Commercial Head- Accountant with a M.Com and L.LB degree, 23+ years related work experience and a strong background in Finance and Accounting methodologies and practices. Diplomatic and tactful skilled in effective interpersonal interaction. Seeking employment as a Commercial Head in a reputed Organization.

Profile Summary:

A Seasoned Head Accounts Professional with the 23+ years experience in:

- | | | |
|-------------------------|--------------------|--------------------------------|
| * Credit Control Policy | * MIS & Accounting | * Statutory Compliance |
| * Financial Advice | * Budget Approval | * Financial Statement Analysis |
| * Financial Accounting | * Cash accounting | * Accounts Receivable/Payable |
| * Financial Reporting | * General Ledger | * Expenses Reconciliations |
| | | * GST Compliance |

Capabilities:

- Credit Control Policy-100% Compliance of credit control policy regarding billing of Materials, Outstanding and Legal proceedings.
- Responsible for the compliance of all accounting and commercial transaction issues of the branch.
- To update the sales team/ HO on targeted/ received collections on a day-to-day basis.
- Responsible for preparation of Dealers Accounts Statements and other documents for assistance of sales personnel in reconciliation of dealer accounts.
- Responsible for preparation, verification and approval of documents for invoices and debit/ credit notes.
- Responsibility to ensure timely reconciliation of dealer scheme accounts and provide inputs to Marketing/Accounts- HO for planning and implementation of future scheme.
- Responsible for preparation of branch Trial Balance and MIS reports on time.
- Responsible for inter branch reconciliation and HO reconciliation on monthly basis.
- Responsibility to educate Sales Team from time to time on Accounting Policies/ Systems/Procedures.
- Responsibility to prepare KRA points of all the employees of our branch on monthly basis.
- To ensure that proper checks and systems are practiced in the branch for the timely release of stocks, preparation of Invoices, Debit/Credit Notes, disbursement of cash and deposit of cheques/cash.
- Responsible for maintain updated stock position of all products.
- Responsible for supervise sales godown activities as per the Branch Head/ Accounts guidelines- Godown Management / Stock/ Defectives/ Non-moving items.
- Responsible for file GST return and fulfil all other statutory compliances in time.
- Responsibility to monitor Branch imprest expenses on a regular basis on the budgeted lines
- Responsibilities to process/ monitor- all expenses attached with original & genuine supporting and disallow all expenses which are not as per Company policy.

Professional Work Experience:

Deputy Manager Accounts – Havells India Ltd. Div- Lloyd, Lucknow (May 2017 to Present)

Deputy Manager Commercial (BCH), – Lloyd Electric & Engineering Ltd., Lucknow (Aug 2008 to April 2017)

(Lloyd Electric & Engineering Ltd. were Purchased by Havells India Ltd.)

- Monitor and maintain the accounts for vendors and suppliers and service franchise.
- Monitoring employees expenses (all types)- employee catering 200+ on role and 75+ off role.
- Maintain general ledger and all books of accounts up to Final accounts & Balance sheet.

- Perform internal audits and submit detailed recommendations to management and directors, identifying potential problems, excessive spending and solutions for the same.
- Manage the Bank Reconciliation Statements of the Company for all receipts and payments.
- Verification of data and Maintenance of Outstanding reports for debtors and creditors.
- Generate and Maintain of sales inventory report.
- Conduct monthly reconciliations of Goods and Invoices received, GR.IR chasing, reconciliation of expenses, accounts payable/receivables, cash flow.
- Monitor to maintain the company's data records.
- Generate accounts reports pertaining to Freight, GST, and TDS.
- Handle customer queries/feed back as well as resolving their problems.

Officers Accounts – Hind Lamps Ltd. (Bajaj Group)- Shikohabad U.P. (Oct 2007 to July 2008)

- Independently handling accounts pertaining to sales and control over on all of Branch/Depots.
- Full control on Replacement & Return of sold CFL, GLS, FTL, CHOKE and other electrical goods.
- Deciding and controlling on Credit notes as per company rules and schemes.
- Preparing Debtors Aging and compression thereof and also MIS reports as required by the co.
- Control on charging interest to our debtors parties, after his credit period.
- To control on branch/depots Imprest money and expenses thereof.
- Supervision of Branch accountants and solving their problems.
- Taking complete information from Branch/Depots as weekly and monthly basis and physical stock report.
- Checking and preparing of reconciliation i.e.: Bank, Stock transfer, and Inter unit transactions.
- Visits to Branch and Depots if desires by the Co./Br.
- Co-ordination with auditors in finalization of Audit of book of accounts.(Internal & statutory).
- Helping to seniors for finalization of Book of accounts.
- Maintaining of Reports and records, which is required by the Company.

Officers Accounts – Birla Textile Mills, Baddi Solan Himachal Pradesh (Apr 2006 to Oct 2007)

- Independently handling accounts pertaining to sales and control over on all of depots.
- Controlling and deciding cash discount and charging interest to our debtor's parties.
- Controlling and accounting of Depots Imprest and expenses thereof.
- Supervision of team members in the accounts department.
- Co-ordination with account heads of other group of companies in dealing with their accounts.
- Co-ordination with auditors in finalization of Audit of book of accounts.(Internal & statutory).
- Responsible for internal audit of corporate office and factory.
- Helping to seniors for finalization of Book of accounts.
- Maintaining of Reports and records

Officers Accounts – Khaitan Chemicals & Fertilizers Ltd. - Malwan Fatehpur U.P. (Sep 1996 to Apr 2006)

- Independently handling all of accounting work of our Malwan Fatehpur Unit.
- Handling legal matters pertaining to UP Trade Tax and Central sales tax on behalf of the company.
- Total control on our creditor parties i.e.: Raw Material Suppliers, Store suppliers, Contractors & others.
- Control on Repayment of our creditor Parties as per term and conditions applied and credit period thereof.
- Handling all of Government dues i.e.: Sales Tax, TDS, P.F., ESI, Electricity Bill, Water tax and dues of Pollution control Board etc.
- Responsible for complete store accounting.
- Maintaining all types of reconciliation pertaining to Depot Transaction & branch Transfer.
- Responsible for all bank reconciliation.
- Control on Vouching, Verification & reconciliation of various reports & records.
- Maintaining of Store consumption record.

Organizational Details:**Total Work Experience: 23 yrs**

Sr. No.	Organization Details	Designation	Period	Duration	Location
1	Havells India Ltd. (LLOYD Division)	Dy. Manager	May 17 to till date	3 Year	Lucknow
2	LLOYD Electric & Engineering Ltd.	Asst. Manager	July 2008 to May 2017	8 Years	Lucknow
3	Hind Lamps Ltd. (Bajaj Group)	Officer Accounts	Oct '07 To July'08	01 Year	Shikohabad
4	Birla Textiles Mills	Officer Accounts	Apr'06 To Oct'07	01 Year 06 Months	Baddi Solan
5	Khaitan Chemicals & Fertilizers Ltd.	Officer Accounts	Sep'1996 To Apr'2006	10 Years	Fatehpur

Professional Qualification:

LL.B.	1997-1999	Allahabad University
M.COM.	1995-1996	Allahabad University
Article Ship Training	1992-1995	ICAI

Personal Details:

Father's Name : Shri K. S. Tiwari
D.O.B : 11th Dec, 1973
Gender : Male
Nationality : Indian
Marital Status : Married
Languages Known : English & Hindi
Hobbies : Listening Music & Discussion on New Subject.

Declaration:**DECLARATION:**

I guarantee you that my managerial & technical skills and experience will be distinctive competency resources to your organization.

Dated:**Akhilesh Narayan Tiwari****Place**