ANUJ KUMAR VERMA

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New Mahavir Colony, Hasanpura Road,
Beur, Patna-800002
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Career Objective

Finance professional having rich experience in the field of finance and accounts. Seeking an opportunity in a progressive organization in a position, that will provide me ample opportunities to utilize my skill and knowledge in such a way to add more value to the organization and share my experiences & knowhow to attain the organizational objective.

Work Experience

- Worked as **Accountant-cum-In-charge Establishment** at **L. N. Mishra Institute of Economic Development & Social Change**, Education Department, Government of Bihar, Patna from August 2016 to July, 2024.

Work Profile

Accounts Part

- Day to day file disposal, verification of vouchers and payment as per Bihar Finance Rules.
- Preparation of Plan & Non-Plan Budget and submission to the Educational Department, Bihar.
- As a member of Finance-cum-Purchase committee of LNMI, involve in every issue of accounts and finance of the institute.
- Monitoring of Scholarship Accounts /Educational Loan Accounts of the Institute. Fund received from District Welfare Department, CMRF, Student Credit Card etc. Preparation of Utilization Certificate & submission.
- Preparation and verification of salary and other concerned accounts like EPF, Gratuity, ACP, Medical etc.
- Maintaining Cash Book, Banking transactions, Bank Reconciliation and Accounts Reconciliation.
- Preparation of Final Account of the Institute, overseeing diverse operations including Bank Operations, Cash Management. AG Auditing and its compliances.
- Taxation work like GST, TDS deduction, payment and return.
- Monitoring of procurement of assets, store handling as per Bihar Finance Rules.

Establishment Part

- Monitoring of monthly attendance, keeping leave record EL, CL etc.
- Handling employee's grievance like Group Insurance, EPF, Pay Fixation etc.
- Dealing with court cases. Preparation of counter affidavit (SOF) for service-related court cases.
- Drafting letter for communication with various government departments. Drafting Order/Office Order etc.

- ❖ Expertise in recruitment Roster Clearance as per reservation rule followed by state government recruitment policy.
- ❖ Involvement in policy making for recruitment.
- ❖ Preparation of MOU (Memorandum of Understanding) for different Institutions.
- ❖ Drafting of Circulars

- Worked as **Guest Faculty** at **Magadh Mahila College**, Patna University, Patna from June 2013 to May 2015.

  - ❖ Faculty of Finance and Accounts subjects in the department of B.Com. and BBA

- Worked as **Finance Officer** at **AH IVF & Infertility Research Centre Pvt. Ltd. Ranchi** from March 2011 to May 2013.

  - ❖ Day to day accounts verification and monitoring for Four Different Centers Ranchi, Patna, Kolkata, Siliguri
  - ❖ Branch Accounts handling for all Centers
  - ❖ Project Budgeting & Planning in relation to Medical Facilitation for all branches,
  - ❖ Accounts Payable,
  - ❖ Variance Analysis and Report Preparation, preparation of cash and fund flow on Daily Basics.
  - ❖ TDS deduction, Payment
  - ❖ Banking transactions, Bank Reconciliation and Accounts Reconciliation
  - ❖ Preparing monthly and quarterly report, Accounts Reconciliation & Finalization
  - ❖ Procurement of assets, Suppliers handling, Store Monitoring.
  - ❖ Working Capital Management, Taxation etc.
  - ❖ Overseeing diverse operations including Bank Operations, Cash Management, Auditing, Accounts Reconciliations, General Accounting Records, Payroll, dealing with all financial concern.

- Worked as **Accounts & Administration Assistant** at **Xavier Institute of Social Service (XISS), Ranchi under the SAKSHAM project of Global Fund for AIDS, TB and Malaria Round-7, Tata Institute of Social Sciences (TISS), Mumbai** from 1st March 2010 to 15th December 2010.

  Work Profile

  Accounts Section

  - ❖ Day to Day accounting in online accounting package FMS (Financial Management System- an ERP solution) developed by TCS.
  - ❖ Project Budgeting,
  - ❖ Accounts Payable,
  - ❖ Variance Analysis and Report Preparation, preparation of cash and fund flow
  - ❖ TDS deduction,
  - ❖ Banking transactions, Bank Reconciliation and Accounts Reconciliation
  - ❖ Preparing monthly and quarterly report, Accounts Reconciliation
  - ❖ Procurement of assets, Suppliers handling, Store Handling.
  - ❖ Working Capital Management, Taxation etc.

- ❖ Overseeing diverse operations including Bank Operations, Cash Management, Auditing, Accounts Reconciliations, General Accounting Records, Payroll, dealing with TISS, Mumbai in financial concern.

Administration Section

- ❖ Financial planning for the arrangement of training program of TISS, Mumbai or Jharkhand State AIDS Control Society
- ❖ Procurement of logistics – Requisition, vendor analysis, registration of vendor, Tendering
- ❖ Data collection and Analysis
- ❖ Documentation of training program
- ❖ Assisting to Program Officer and project staffs in training.
- ❖ Facilitate to the Master trainers for training programs and providing good training environment.
- ❖ Managing & monitoring the performance of Master Trainers to conduct successful training.
- ❖ Coordinating with TISS, Mumbai and JSACS, Ranchi in financial concern.
- ❖ Facilitating in organizing different events during training.
- ❖ Working out the strength and weakness in accounting system.

- ➢ Worked as **Executive (Finance)** at **Metalite India Pvt Ltd**, Ranchi from 5th May 2008 to 15th June 2009.

Work Profile

- ❖ Day to day accounting and verification,
- ❖ Preparation of daily cash and bank statement, Banking transactions & Reconciliation, Auditing, Accounts Reconciliations, General Accounting Records.
- ❖ Fund management, Preparing monthly and quarterly report,
- ❖ TDS calculation, Reconciliation & maintaining of RG23 and Input Output Register (VAT)
- ❖ Costing, Working Capital Management,
- ❖ EPF and ESI calculation
- ❖ Handling to the Suppliers, Procurement of Assets
- ❖ Reporting to the Finance Manager and Finance Director

- ➢ Worked as **Accounts Assistant** at **Eastern Track Udyog Pvt Ltd**, Asansol from 8th November 2004 to 10th December 2005.

Work profile

- ❖ Day to day accounting and verification,
- ❖ Voucher Entries, Preparation of Cash and Bank statement,
- ❖ Bank Reconciliation,
- ❖ Store Handling,
- ❖ Sales Tax calculation etc.

Professional Training and Workshop

- Participation on "3 Days workshop on Financial Management System (FMS)" from 2nd June'10 to 4th June'10 at TISS, Mumbai.
- Attended Quarterly Meeting at HIPA, Shimla organized by TISS, Mumbai.

- Participation on "3 Days Workshop on Financial Management System (FMS)" from 4th Mar'10 to 6th Mar'10 at TISS, Mumbai.
- Participated on "Workshop on Small Scale Industries in Jharkhand" in 23 July 2007 at Hotel Ashoka, Ranchi.
- Participated on "Workshop on GST" on 4th July 2017 at Hotel Chanakya, Patna organized by PHD Chamber of Commerce and Industry, Bihar.
- Participated on "Workshop on TDS/TCS" on 1st Jan 2018 at Central Revenue Building, Patna organized by Department of Income Tax, Government of India.

Professional Qualification

MBA (Finance) from PG Dept. of Commerce & Business Management, Ranchi University, Ranchi in 2009.

Academic Credentials

- **M.Com.** From Shobhit University, Meerut in 2014.
- **B.Com. (A/cs Hons)** from Ranchi University in 2004.
- **I.Com.** from J.I.E.C., Ranchi in 2001
- **Matriculation** from B.S.E.B., Patna in 1999.

Computer Proficiency

- Hons. Diploma in Computer Science (HDCS) from Lakhotia Computer Centre (LCC), Lohardaga.
- DTP
- Worked with online Financial Management System (an ERP solution) developed by TCS.
- Accounting Workflow Tools: Tally 7.2, Tally. ERP9, Tally Prime
- Good working Knowledge of MS Excel, MS Word & MS PowerPoint.
- Internet.

Personal Profile

Date of birth : 3rd October 1984
Sex : Male
Marital status : Married
Language Known : Hindi, English,
Nationality : Indian
Parents : Late Rajeshwar Prasad Verma & Smt. Renu Verma
Permanent address: Rajesh Akhouri Colony, New road, Lohardaga-835302 [Jharkhand], India.

(Anuj Kumar Verma)