VINAY KUMAR SHARMA



CONTACT DETAILS

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CORE COMPETENCIES

- Financial Reporting
- Accounts Payable (AP) & Accounts Receivable (AR)
- Sourcing Strategy formulation and impletion
- Bank Reconciliation
- Credit Management
- Support Concern Departments
- Process Improvement
- Data Reconciliation
- Full and Final (F&F) Settlements
- Tenders Management
- Invoice Processing
- Month-End Closing
- Purchase Process Management
- Manage office supplies inventory and place orders as needed
- Answer and direct phone calls, emails, and other communications
- Organize and schedule meetings, appointments, and events
- Maintain and update filing systems, databases, and records
- Coordinate with other departments and external parties (vendors, service providers)

JOB OBJECTIVE

Aspiration to excel in the accounting domain within a dynamic organization, leveraging extensive expertise in financial management, auditing, and vendor relations to contribute to organizational growth while fostering personal and professional development, preferably in Jaipur.

PROFILE SUMMARY

- Accumulated over 14 years of comprehensive experience in finance and accounting, specializing in sectors such as consumer durables, solar energy, manufacturing, construction, and electronics, demonstrating a robust understanding of industry-specific financial practices.
- Currently serving as a Senior Executive in the CS Department at M/S Samsung India Electronics Pvt. Ltd., responsible for overseeing critical financial operations and ensuring compliance with corporate policies and procedures.
- Progressed through various roles in finance, including significant positions such as Finance Manager and Accountant, acquiring a diverse skill set encompassing financial analysis, budgeting, and accounts management.
- Achieved a notable reduction in payment discrepancies by implementing a streamlined ticketing system for payment issues, enhancing operational efficiency and accuracy in financial reporting.
- Exhibited strong leadership capabilities, fostering collaboration among cross-functional teams to drive process improvements and enhance overall financial performance.
- Possesses in-depth knowledge of financial management systems, including Tally, ERP, and SAP, facilitating effective data management and reporting.
- Recently spearheaded a project that resulted in an increase in vendor payment accuracy, significantly improving vendor relationships and operational workflows.
- Demonstrates a solid understanding of GST compliance and reconciliation processes, ensuring adherence to regulatory requirements and minimizing financial risks.
- The Office Administrator supports the daily operations of an office by performing a wide range of administrative and organizational tasks. This role ensures the smooth functioning of office processes, supports staff, manages supplies and communications, and often acts as a point of contact for clients and vendors.

WORK EXPERIENCE

Senior Executive, CS Department at Samsung India Electronics Pvt. Ltd. (Payroll by Manpower Group)
March 2022 – Present

Accountant at Apricus Premium Solar Pvt. Ltd.
October 2020 – February 2022

Finance Manager at Rampal Singh Mukhtyar Ahmad
June 2012 – September 2020

Accounts Officer at A-1 Ready Mix Concrete
May 2010 – May 2012

KEY RESULT AREAS

Reporting and Financial Management:

- Managed Accounts Receivable (AR) and Accounts Payable (AP) processes, ensuring accurate reconciliation and timely settlement.

- Handle incoming and outgoing mail and deliveries
- Provide administrative support to management and other staff

TECHNICAL SKILLS

- **Advanced Excel:** Proficient in V-lookup, H-lookup, Pivot Tables, Charts, Data Analysis, and other advanced Excel functions.
- **Accounting Software:** Skilled in Tally, ERP systems, and SAP for efficient financial management and reporting.

EDUCATION

- M.B.A. - Finance & HR
  Swami Vivekanand Subharti University, Meerut, U.P.
- Bachelor of Commerce (B.Com.)
  CCS University, Meerut, U.P.

CERTIFICATIONS

- Diploma in Information Technology (D.I.T.)
  Aakashline Institute of Professional Studies, Shahdara, Delhi
- Certification in Computer Concepts
  NIELIT (National Institute of Electronics & Information Technology)

PERSONAL DETAILS

Date of Birth: 17th December 1985

Languages Known: English and Hindi

Address: Flat No. 20c, Block -5 Best View Apartment Sector -99, Noida, 201304

- Oversaw credit management for partners across India, handling their credit limits and associated bank guarantee processes.
- Performed data reconciliation for warranty and non-warranty parts, ensuring accurate records.
- Administered rent payments across India, coordinating with branches to collect and maintain rent agreements.

- Managed vendor agreements and rental contracts, ensuring revisions and addendums were properly documented.
- Supported branch offices with month-end closing processes, performing this task three times a month.
- Handled Full and Final (F&F) accounting for employee settlements.
- Identified and analyzed opportunities for process improvements in financial workflows.
- Ensured timely resolution of payment discrepancies raised by the onshore team.
- Managed contractual agreements and revisions with vendors, including rent and service agreements.
- Maintained reconciliations for various accounts, including bank, vendor, customer, GST, debtor, and creditor data.
- Reviewed and maintained vouchers for staff reimbursements, conveyance, and site bills.
- Managed various bank-related tasks, including PDC, uncleared cheques, bank guarantees, corporate guarantees, limits, and letters of credit.

Vendor Management:

- Managed the vendor registration process and ensured accurate documentation.
- Conducted quality checks on invoices before preparing vendor payments.
- Ensured timely and accurate payment of vendor invoices, maintaining proper financial records.
- Handled vendor creation, clearing, and maintained a well-organized archival system for invoices and contracts.
- Processed PO and Non-PO invoices in the financial system.
- Reconciled vendor statements and actively chased missing invoices and statements from suppliers.
- Performed bank reconciliations and managed payment closures, including urgent payments and direct debits initiated by clients.
- Coordinated with clients for credit limit utilization and liaised with partners to prevent credit blockages.

System & Software:

- Led projects for implementing new systems integrated with the Financial Management System to improve operational efficiency.
- Proficient in Excel, Tally, ERP, and SAP for financial management and reporting tasks.
- Assisted in resolving queries from government departments, ensuring compliance.
- Provided support for tender-related documentation and requirements.

Administrative Support

- Daily operations of an office by performing a wide range of administrative and organizational tasks.
- Ensures the smooth functioning of office processes, supports staff
- Manages supplies and communications, and often acts as a point of contact for clients and vendors.
- Liaison with bidders for tender related queries and negotiations
- Tender price compares
- Locate vendors of Materials
- Maintain Safe Environment.
- Overall operating direction to the team with regards to quality with timelines etc.
- Ensuring proper stores management, inventory management, annual stock verification, recordkeeping etc. as associated or inherent elements of Supply Chain Management system.
- Co-ordinate/ obtain approvals of appropriate authorities for order placement.