Sanjeev Verma

Middle Level Assignments
Accounts, Budgeting, Payables & Receivables Management

A result-oriented professional with expertise in planning and executing monthly / quarterly /annual closure schedules, providing monthly financial statements and administering the monthly closing process

Industry Preference: Power Generation/ Oil & Gas
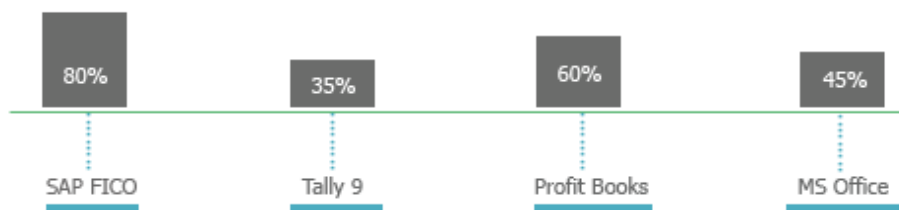
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✉ abc@gmail.com

Profile Summary

- Nearly 7 years of extensive experience in Finance & Accounts in the Oil & Gas sector
- Managed overall financial accounting operations for the organization including collections, purchase, receivables, deposits, disbursements, fixed assets and inventory
- Hands-on experience in working with the Finance Controller for the preparation of annual budgets, monthly forecasts, and strategic plans
- Prepared and presented weekly and monthly management reports on cost and benefit analysis, productivity analysis, inventory turnover analysis and cost variance analysis
- Possess sound knowledge in ERP – SAP FICO module and Tally
- An effective communicator with excellent analytical and inter personal
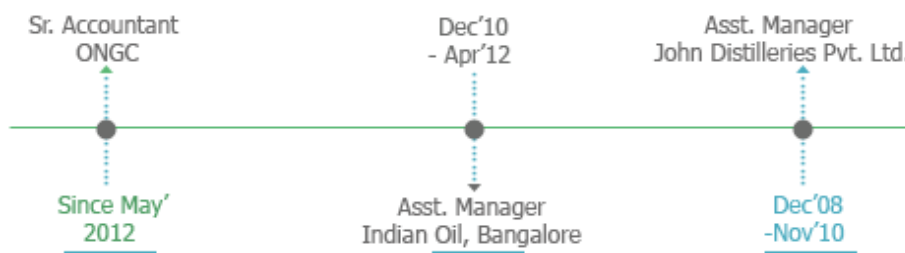
Core Competencies

Number of years

Competency	Number of years
Accounts Receivable	7
Monthly Account Reconciliations	4
Forecasting	5
Accounts Payable	3
Automation of Accounts	5
Financial Reporting & Analysis	7
Budgeting	4
MIS Management	4

IT Skills

Proficiency Level

Skill	Proficiency
SAP FICO	80%
Tally 9	35%
Profit Books	60%
MS Office	45%

NAUKRI FASTFORWARD SAMPLE

Soft Skills

- Communicator
- Team Player
- Thinker
- Collaborative
- Intutive
- Innovative

Education

2007 **M. Com.** from Annamalai University
2005 **B.Com.** from Bharathidasan University

Career Timeline

Sr. Accountant ONGC — Since May' 2012

Dec'10 - Apr'12 — Asst. Manager Indian Oil, Bangalore

Asst. Manager John Distilleries Pvt. Ltd. — Dec'08 -Nov'10

Personal Details

Date of Birth: 22nd May 1988
Languages Known: Tamil & English
Address : Kaliyamman Street, Thirumanancherry, Tamil Nadu, India

🧳 Work Experience

Since May'12

ONGC

■ Improved the timeliness of month-end financial reporting

20
8

Dec'0- Apr'12

IndianOil
The Energy of India
IndianOil

■ Accelerated the monthly reconciliation process

5
15
Days

Dec'08-Nov'10

JOHNS
JOHN
DISTILLERIES PVT LTD

ONGC, Chennai as Sr. Accountant

Role:
- Planning and executing monthly / quarterly / annual closure schedules, providing monthly financial statements and administering the monthly closing process
- Ensuring reclassification and accounting of wrong or unaccounted entries prior to closure of the General Ledger
- Preparing and explaining weekly profit & loss projections; establishing product line profit & loss statements to identify opportunities and risks
- Working with the Finance Controller and Directors for the group's annual budgeting exercise
- Reviewing Balance Sheet reconciliations prepared by the team for closure (including open, unusual and aged items)

Significant Accomplishments:
- Monitored all purchase and expense accruals that had aged more than 180 days and ensured timely reversal of over accruals
- Improved the timeliness of month-end financial reporting from approximately 20 to 8 days

Indian Oil, Bangalore as Asst. Manager

Role:
- Liaised with suppliers for turnover and other financial details; tracked status of supplier payments/ advances; resolved / reconciled pending items / issues
- Prepared monthly MIS & Budget vs. Actual Report; supervised monthly reconciliations with Bank, Vendors, Debtors, and GL
- Managed Petty Cash and Local Purchases; evaluated documents and verified bills with PO, generated MRN, entered purchases in SAP & Tally
- Recorded production and packaging materials in books of accounts on a daily basis
- Co-facilitated vendor 'C','H' Forms follow-ups
- Worked with Head office, Zonal office & TUU Corporate office and Internal / External Auditors

Significant Accomplishments:
- Accelerated the monthly reconciliation process from a 5 day to a 15 day task

John Distilleries Pvt. Ltd., Bangalore as Asst. Manager

Role:
- Maintained general ledger accounts by creating journal entries, reconciling accounts receivable and preparing monthly accruals and entries
- Ensured matching of invoices, debit/credit notes, delivery notes, purchase orders, goods receipt notes, vouchers and other related documents before creating any accounting entries
- Coordinated for all outward remittances and tracked interest payments to banks
- Processed refunds of customers through banks or the payment gateway
- Recorded all accounting entries in SAP

Significant Accomplishments:
- Member of the team that transferred accounting operations from MS Excel to Profit Books software in 2009; this helped in addressing the reliability issue