

# Rajiv Mehra

*Senior Management Professional with over 25+ years of experience*

Finance and Accounts | Strategic Planning | Budgeting and Forecasting

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## WORK EXPERIENCE

**General Manager [Finance]**, Fiem Industries Ltd, Hosur, Tamil Nadu June 2008 – Oct 2022

- Successfully driving financial operations, identifying and implementing cost-saving initiatives, and developing new strategies to increase top-line revenue and profitability, while ensuring compliance with taxation and audit requirements.
- Conducting analytical reviews of financial operations, interpreting financial data to evaluate past performance and project future growth potential, and finalizing product cost sheets.
- Overseeing the preparation of comprehensive MIS reports to provide top management with valuable feedback on financial data.
- Ensuring timely compliance with various tax authorities for filing of GST, Excise, Service/Sales Tax Returns, Tax Assessments, and TDS.

**Accounts Manager**, Actia India Pvt. Ltd, Noida, Uttar Pradesh March 2006 – June 2008

- Heading finance functions involving determining financial objectives, designing and implementing systems, policies and procedures to facilitate internal financial controls.
- Supervising the preparation of MIS reports to provide feedback to top management on financial data.
- Compliance with various tax authorities for timely filing of Excise, Service and Sales Tax Returns, Tax Assessments and TDS.
- Participation in implementation of SAP Business One from Tally software.

**Deputy Accounts Manager**, Trusound Pvt. Ltd (Ahuja Radios Group), Noida, Uttar Pradesh March 1996 – Feb 2006

- Developing and maintaining adequate internal control systems, preparing annual and periodic financial results, submitting them to the management for review and control the finances.
- Managing Sales Tax Returns and Sales Tax Assessment, P.F., E.S.I., Bonus Act formalities.
- Preparing and finalizing statutory/tax audits with auditors and ensuring all compliances under the regulatory acts and other statutory bodies.
- Supervising the preparation of MIS reports to provide feedback to top management on financial data.

**Accountant**, S.S. Ball Point Pvt. Ltd, Noida, Uttar Pradesh August 1993 – Feb 1996

- Developing and maintaining adequate internal control system, preparing annual and periodic financial results, framing budgets and conducting variance analysis to determine difference between projected figures and actual expenditure and implement corrective actions.
- Managing Sales Tax Returns and Sales Tax Assessment, P.F., E.S.I., Bonus Act formalities.
- Preparing and finalizing statutory/tax audits with auditors and ensuring all compliances under the regulatory acts and other statutory bodies.

**Accounts Officer**, Polar Industries Ltd, Noida, Uttar Pradesh June 1990 – July 1993

- Maintaining the manual books of accounts and simultaneously posting in the financial software.
- Preparation of MIS and details required for statutory audit and internal audits, consolidation of Trial Balances of Different Units/Division in Excel.

**Accountant**, VIRK India, Noida, Uttar Pradesh

May 1987 – May1990

- Maintaining the books of accounts manually.
- Preparing the details for Sales Tax Returns monthly.
- Preparation of the details for Income Tax assessment and Sales Tax Assessment.

**Accounts Assistant**, Super Seal India Pvt Ltd, Noida, Uttar Pradesh

Aug 1986 – Apr1987

- Posting the manual entries in Journal and General Ledger of the Company and making Trial Balance on a Monthly basis.

## Skills

### Expertise

- Financial Planning and Analysis
- Strategic Planning and Preparation of Product Cost Sheet
- MIS Reporting and Documentation
- Budgeting and Forecasting
- Audit and Taxation
- Treasury Management
- Statutory Compliance
- Fund Flow Management

### Technical Skills

- Tally ERP
- SAP FICO
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint

## Education

- **Institute of Cost and Work Accountants of India [ICWAI]** Cost Management Accounting [CMA, Intermediate] - Apr 1987 – June 1990 Grade: First Division
- **Dayanand Anglo Vedic College** Bachelor's in Commerce [B.Com] – Mar 1983 – Apr 1986 Grade: First Division

## Courses

- Advanced Financial Accounting - Udemy [www.udemy.com]
- Data Analysis for Business and Finance - Udemy [www.udemy.com]

## Languages Known

- English - Native Proficiency
- Hindi - Native Proficiency
- Punjabi - Native Proficiency