SANJAY MALLA

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New Delhi-110059

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Educational Qualification : Bachelor of Commerce

Work Experience :Around 29 years of experience in General Accounting, Indirect Taxation, & Internal Audit

## SINCE NOVEMBER 2000

Working with “**Escorts Group”**

Joined as “**EXECUTIVE ACCOUNTS”** with Esconet Services Ltd **(An Escorts Group Company)** engaged in information technology, Web Portal.

On deputation w.e.f.1st Mar 2003 to 31 Aug 2006 as **“MANAGER FINANCE”** at erstwhile Medsource Health Care Pvt Ltd.a pharmacy chain, having unit at Escorts Hospitals (Now known as Fortis Hospital)

W.e.f., 1st Sep 2006 with Escorts Agri Machinery Group.

# JOB PROFILE

a) Presently working as Senior Manager Finance [Escorts Group], in Indirect Taxation Department.

SERVICE TAX:

* To check scrutinize all input service tax invoices for availing eligible CENVAT Credit of input service tax.
* Reconciliation of Input service availed / utilized.
* To work out service tax liability on invoices as services recipient / provider.
* To ensure timely compliance of service tax payments
* Working out details, finalization and filing of service tax returns (ST3).
* Departmental service tax audit by Central Service Tax & Excise department – Co-ordination, preparation of details, providing of records/details as required by audit team of department for service tax Audit,
* Service tax legal matters.

SALES TAX :

* All statutory compliances of depots all over India.
* Sales tax assessments of depots.
* Sales tax legal & disputed cases.
* Reconciliation of sales tax, interest & other sales tax provision with Finance.
* Co-ordination with depots, area offices & local advocates for sales tax related matters.
* Collections & monitoring of declaration form (F forms / C forms)

b) With Medsource

* Building financial/analytical models that utilize both financial and non-financial data forecast operating results including Balance Sheet. P&L and Cash Flow
* Driving the company’s yearly planning/ budgeting process and delivering an operating plan for review and approval by the company’s executive team and Board of Directors.
* Conducting comparables analysis as necessary in support of key business metric and objectives.
* Managing the (Daily, weekly, quarterly, rolling quarters) forecast by collecting Analyzing and reporting results.
* Ensuring accounts reconciliation are completed timely and accurately.
* All Sales Tax related work and preparing sales tax returns.
* Preparation and finalization of Final Accounts.
* Preparation of TDS certificates and TDS Returns for salaries, contractors, professionals & rent.
* Depositing of statutory dues such as TDS, PF, ESI.,
* Payroll accounting.

c) With Esconet

* Working with CFO to standardize the format of monthly financial reporting packages to the company’s board, executives and senior level management.
* Acting as liaison between Corporate Finance and senior level management in order to keep them informed about the financial condition within their areas.
* Managing the (weekly, quarterly, rolling quarters) forecast by collecting Analyzing and reporting results.
* Ensuring accounts reconciliation’s are completed timely and accurately.
1. **SINCE 24TH JUNE 1996 TO 20TH NOV 2000**

Worked as a “**REGIONAL EXECUTIVE ACCOUNTS**” with A.L.Movers Pvt Ltd (Formely Lemuir Packers) a division of LEMUIR GROUP, dealing in packing, moving & shipment, having 40 branches all over the country & foreign tie-up with Allied Pickfords, U.K., and Nippon Express Co Ltd., Japan.

### NATURE OF JOB

* Preparation of MIS reports, Profitability statements, outstanding statement and other related reports and preparation of Budgets for the Northern Region.
* Inter Branch and Group Accounts reconciliation.
* Preparation of Cost Sheets and weekly reports
* All work related to preparation and finalization of Balance Sheet.
* Reconciliation of Bank Accounts, Sundry Debtors and Sundry Creditors Accounts.
* Preparation and filling of all periodical and annual return of TDS
1. **SINCE 9TH JULY,1990 TO 20TH JUNE 1996**

Worked as **SENIOR ACCOUNTANT** (promoted as **ACCOUNTS OFFICER** on 9th June 1994) with Methodex Infres Ltd., dealing in office automation products, having 24 branches all over the country.

### NATURE OF JOB

* Branch Accounting and sales accounting
* Personal visits to branches for branch auditing and also assisting in internal audit at Head Office.
* Calculation of sales Incentive for sales staff, preparation of payroll.
* Reconciliation of bank accounts of major branches viz., Delhi, Mumbai & Madras branch.
* Routine work related to Sales Tax Matters, like depositing of sales tax, preparation and filling of all return, generating reports related to sales tax assessment.
* Assisting head finance in all work related to balance sheet finalization.

#### SINCE JULY 1986 TO JUNE 1990

Worked as **“ACCOUNTANT’** with Chinar Carpets Pvt Ltd., dealing in Export of Garments and Handmade Carpets.

### NATURE OF JOB

* All work related to Export Documentation
* Liaison with Govt. offices
* Writing of Cash and Bank pages
* Dealing with bankers for all work related to an export house.
* Supervision of Packing Department.
* Inventory management.

Personal Profile

Father’s Name : Late Shri. J.L. Malla

Date Of Birth : 11-03-1963

Nationality : Indian

Marital Status : Married

Extra Curricular Activities : Participated in Trekking and Racing, N.C.C training at School level

Place : New Delhi  **(SANJAY MALLA)**

Date :