SANJAY MALLA

G-53 A, SCHOOL ROAD

Uttam Nagar,

New Delhi-110059

Mobile: 9810853962

Res: 011-28564388

[mallasanjay@yahoo.co.in](mailto:mallasanjay@yahoo.co.in)

Educational Qualification : Bachelor of Commerce

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

## SINCE NOVEMBER 2000

Working with “Escorts Group” – Leading Tractor, Cranes/Earthmovers, Railway & Auto

Spare Parts manufacturing unit and also erstwhile Health Care Service.

**24TH JUNE 1996 TO 20TH NOV 2000**

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.

**9TH JULY,1990 TO 20TH JUNE 1996**

With Methodex Infres Ltd., dealing in office automation products, having branches all over the country.

#### JULY 1986 TO JUNE 1990

With Chinar Carpets Pvt Ltd., dealing in Export of Garments and Handmade Carpets.

**JOB PROFILE:**

**A) INDIRECT TAXATION**

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.
* Sales tax assessments.
* 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) General Accounting & Internal Audit**

* 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.
* Preparation and finalization of Final Accounts.
* Liaison between Corporate Finance and senior level management in order to keep them informed about the financial condition within their areas.
* Inter Branch and Group Accounts reconciliation.
* Reconciliation of Bank Accounts, Sundry Debtors and Sundry Creditors Accounts.
* Internal audit.

**C) Commercial related**

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

**Organization wise job function:**

1. Working with “**Escorts Group”**

W.e.f., Nov 2000, 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.

a) W.e.f., 01 Sep 2006 as Senior Manager Finance [Escorts Group], in Indirect Taxation Department (Finance department)

b) With Medsource Health Care Pvt Ltd w.e.f.1st Mar 2003 to 31 Aug 2006 as **“**MANAGER FINANCE**”** in Finance department

c) With Esconet Services Limited. w.e.f., Nov 2000 to Feb 2003 as “Executive Accounts” in Finance department

1. A.L.Movers Pvt Ltd Worked as a “**REGIONAL EXECUTIVE ACCOUNTS**” in Finance department.
2. Methodex Infres Ltd. Worked as **SENIOR ACCOUNTANT** on joining and on leaving as **ACCOUNTS OFFICER** in Corporate Finance department.
3. Chinar Carpets Pvt Ltd. Worked as **“ACCOUNTANT’** in Finance department

**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 :