

AMIT GUMASTA

Accounts & Finance Head

MBA Finance with over 20 years of rich and extensive experience in Finance, Accounts, Strategic Planning, Fund Management, Budgeting & MIS and Team Management. Demonstrated business acumen in leading and managing the finance operations and contributed higher rate of organic growth. Proven ability in improving operations, enhancing business growth & maximizing profits through the achievements in finance management, internal controls & productivity improvements. Having significant leadership experience resulting in better financial performance and enhanced systems for higher performance of the team. An effective communicator with excellent relationship building & interpersonal skills. Strong analytical, problem solving & organizational abilities.

Specialties: Financial Planning & Control, Fund Management, Budgeting, MIS, Business Analysis, Cost Management & Team Management etc.

CONTACTS :-

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Linked in -

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ACCOMPLISHMENTS :-

- ESOP Offered
- Member of Core leadership Team
- ERP Development
- GST Implementation
- Departments Headed -
 - ✧ Accounts & Finance
 - ✧ Internal Audit
 - ✧ Admin
 - ✧ HR

PROFESSIONAL QUALIFICATIONS

Master of Business Administration (Finance)

University Institute of Management,
Rani Durgawati University - Jabalpur
2007-09

CERTIFICATE :-

**Executive Program in
Logistics & SCM**
IIM - Kashipur

PROFESSIONAL EXPERIENCE

RCPL Logistics Pvt. Ltd, New Delhi

Accounts & Finance Head

Feb'2021 onwards

A Cargo and logistic Organization

Role:

- Spearheading Finance & Accounts Department for PAN India (Turnover of more than Rs. 90 Crores approx) and setting up procedures, policies & systems.
- Handling entire Finance including Banking Relationship and Funds Management.
- Supervising Accounts Department to ensure proper accounting practices are being followed. Ensuring proper training of juniors for Accounting.
- Handling all types of Audits including Internal Audit, Bank Audits, Statutory & Tax Audits.
- Ensuring statutory compliance with respect to Banks, GST, Income Tax, PF, ESI etc.
- Monitoring MIS, Financial Analysis & Funds Management.
- Rendering active support in negotiating commercial terms with the vendors, cost reduction measures etc.
- Analyzing and fixing internal finance control and risk control matrix at finance level.
- Risk analysis based on different KPIs.
- Regional and Client based profitability analysis along with route cause analysis for loss making clients.
- Budgeting and variance analysis.
- Tech automation and development. (Customized ERP)

Accomplishments:

- Devised and deployed multiple cost-savings initiatives resulting in an 8% reduction in company expenditures.
- Centralized Accounting System
- GST Implementation and incorporate in ERP

SUMMER TRAINING

Summer training in Finance
ACC Limited, Kymore

TECHNICAL SKILLS

Advanced Diploma in System Management

Informatics Computer System

Accounting Software

- ERP
- MS Office
- various multimedia and graphics software

EDUCATIONAL CREDENTIALS

- Graduation
SSA Collage, RDVV
- Higher Sec.School
MP Board, Bhopal BD
High School, Jabalpur

SKILLS

- Team Leadership
- Analytical thinking & planning
- Organization and prioritization
- Problem solving

PERSONAL INFORMATION :-

Address -

B-45, Vishwakarma Colony,
Near Pul Prahladpur, Lal Kuwa,
MB Road, New Delhi. - 110044

Date of Birth -

12th Sep 1975

Internal Audit and Payable Head

Sep'16 - Feb'21

- Responsible for ensuring reliability and adequacy of internal control and accounting systems
- Supervise and monitor that the compliance adherence within the company standard and policies
- Perform tasks like recommending necessary changes and ensures that the policies and procedures are strictly maintained
- Organize, plan and carry out the internal audit function
- Handles the tasks of establishing techniques to identify and prevent fraud cases
- Provides detail reports of all finding throughout the auditing process
- Get the bills Passed in the Books of accounts by way of proper audit, approvals and supporting in proper formats.
- Ensure timely payment as per payment terms in agreement.

Internal Audit Executive

Apr'11 - Sep'16

- Payable Audit - Ensure bill passing as per contract and approval to prevent the revenue leakage
- Route cause analysis of deductions made by clients.
- Other Audit functions like salary audit, Fixed Assets audit etc.

ICICI Home Loan – Jabalpur

Credit Officer

Jul'09 – Apr'11

Home loan and loan against property

- Initial screening of home loan applications and calculation of eligibility considering product policy.
- Personal discussion with customer to judge business stability and financial understanding.
- Verification of legal and technical paper and preparation of report
- Assisting to credit Manager in taking prudent credit decision on basis of eligibility, PD comfort and other criteria mentioned in policy.
- Disbursal activity in coordination with customer and sales associates.

Ultra Marine Institute of Computer Education

Asst. Accounts Manager

Mar'06–Mar'07

Yash Vehicle Pvt. Ltd., Jabalpur

Cashier

Jan'03-Feb'06

Manoj Jain & Co (Chartered Accountants)

Computer Operator cum Accountant

Apr'2000-Dec'02