

## CURRICULUM VITAE

**Anuj Kumar Saini**

BCOM, LLB, PGDBA – Finance

☎ Mobile: +91 99588 00770

✉ Email: anujsaini.1234@gmail.com

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### **OBJECTIVE**

A results-driven finance and accounting professional with 18 years of experience, seeking to leverage my expertise in banking, taxation, and financial management to contribute effectively to an organization's growth and success.

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### **KEY SKILLS**

- ✓ Banking & Finance
  - ✓ General Accounting
  - ✓ Accounts Payable & Receivable Reconciliation
  - ✓ Finalization of Financial Statements (Balance Sheet & Profit & Loss)
  - ✓ ESIC & EPF Compliance
  - ✓ Taxation & Regulatory Compliance (Income Tax, GST, TDS, ESI, EPF)
  - ✓ Team Management & Leadership
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### **PROFESSIONAL EXPERIENCE**

#### **Wise Travel India Limited**

📍 January 2014 – Present

**Designation: Sr. Manager – Accounts & Finance**

- Overseeing financial planning, budgeting, and analysis.
- Ensuring statutory compliance with GST, TDS, EPF, and other regulations.
- Managing accounts finalization, reconciliations, and audits.
- Leading and mentoring the Accounts Team.

#### **Aayushmaan Infrastructure Private Limited**

📍 June 2012 – January 2014

**Designation: Assistant Manager - Accounts**

- Managed accounts payable, receivables, and reconciliation.

- Assisted in financial reporting and tax compliance.
- Worked on internal financial audits and process improvements.

### **Effectron Luminex Limited**

📅 February 2008 – June 2012

**Designation: Senior Accountant**

- Handled general accounting, payroll processing, and vendor payments.
- Assisted in tax filings and statutory compliances.
- Supported internal and external audits.

### **Uday Industrial Machines**

📅 February 2007 – February 2008

**Designation: Accounts Executive**

- Managed bookkeeping and daily financial transactions.
- Assisted in tax calculations and bank reconciliations.

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## **TECHNICAL SKILLS**

- ✓ Accounting Software: Tally ERP-9
- ✓ Microsoft Office: Excel, Word, PowerPoint

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## **PERSONAL DETAILS**

- **Father's Name:** Late Shri Tikam Singh Saini
- **Date of Birth:** 05 March 1988
- **Marital Status:** Married
- **Current Address:** Flat No. 134, Pink Apartment, Sector 18 B, Dwarka, New Delhi 110078
- **Permanent Address:** Village Mundi Bakapur, Bulandshahr, Uttar Pradesh 203407

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✍️ **Anuj Kumar Saini**