

CURRICULUM VITAE

DHARMENDRA SINGH

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PERMANENT ADDRESS

B-98, Street No.-02,
Ganga Vihar, Delhi-110094

PRESENT ADDRESS

H. No-35A, Sarhaul, Sector-18,
Gurgaon, Haryana-122102 (Ready to Relocate)

SKILL SET

Taxation & Compliance

Taxation (GST, TDS,
Income Tax)

Team Leadership &
Management

End-to-End Accounting

Monthly Closing &
Finalization

MIS Preparation &
Financial Reporting

Budgeting & Forecasting

Balance Sheet Finalization

Cash Flow Statement

Budget vs Actual Expense
Analysis

Documentation for Audits

Tally-ERP, Microsoft -365,
Navision ERP, SAP, Busy,
Advance Excel

PROFILE SNAPSHOT

- IIM, MBA in Finance with over 14 years of comprehensive experience in Finance and Accounts.
- Proven track record of handling statutory and internal audits conducted by top-tier audit firms, including Big Four auditor Deloitte Haskins & Sells LLP and reputed firm S.S. Kothari Mehta & Co. LLP.
- Proven expertise in managing end-to-end financial operations, including financial modeling, business finance, statutory accounting, and compliance.
- Skilled in preparing and analyzing financial statements, MIS reports, budgets, and variance analyses and comparison with budget versus actual expenses, interest calculation, and maintenance of fixed assets register.
- Demonstrated proficiency in taxation (GST, TDS, income tax), fixed asset management, and cash flow forecasting to optimize fund utilization.
- A keen analyst with a distinction for reviewing, investigating, and correcting errors and inconsistencies in financial entries and documents that lead to transparency in reporting to internal and external stakeholders.
- Strong analytical acumen with a track record of identifying discrepancies and ensuring transparency in financial reporting for internal and external stakeholders. Adept at handling payroll processing, including PF and ESI compliance.
- A proactive leader with a focus on driving team performance and operational efficiency while maintaining high standards of accuracy and integrity in financial practices.

ORGANIZATIONAL EXPERIENCE

September 2023 – Present.

Sr. Manager-Accounts & Finance at UPC Solar Energy India Group, Gurgaon *US-based MNC in renewable energy sector*

Key Responsibilities:

- Reporting directly to the Finance Controller and Country CEO.
- Leading a 5-member accounts team and ensuring smooth coordination with management.

- Handling statutory and internal audits conducted by top-tier audit firms, including Big Four auditor **Deloitte** Haskins & Sells LLP
- Ensured timely and accurate submission of financial data and compliance documentation.
- Addressed audit queries, implemented audit recommendations, and strengthened internal controls.
- Preparing monthly MIS reports, cash projections, and comparing actuals vs budgets for Sitara and Paryapt Solar.
- Handling complete day-to-day accounting, including inter-company and branch accounting.
- Independently managing GST and TDS return filings, including GSTR-2B vs books, GSTR-1 vs GSTR-3B, and 3B vs books reconciliations for all eight Indian entities.
- Performing TDS reconciliations, issuing certificates, and managing statutory tax compliance.
- Managed month-end book closing and prepared timely and accurate financial reports.
- Led financial planning and analysis (FP&A) activities, including balance sheet finalization for all eight Indian entities.
- Prepared annual budgets and actively assisted senior management in financial planning and strategic decision-making.
- Managing loan-related activities including interest calculation, hedging, and repayments to lenders like the U.S. International Development Finance Corporation.
- Coordinating with banks for payments, remittances, and bank reconciliations.
- Preparing and reconciling workings for GST and Income Tax notices and liaising with Deloitte for compliance.

August 2021 – September 2023

Manager – Finance & Accounts at **Origo Commodities India Pvt. Ltd., Gurgaon** (*Manufacturer, Trader, Service Provider*)

Key Responsibilities:

- Reported directly to the Chief Financial Officer (CFO).
- Led a finance and accounts team of 13 members, ensuring effective coordination with senior management.
- Independently handled all areas of direct and indirect taxation, including GST, TDS, and Income Tax.
- Conducted GST reconciliations, including GSTR-2B vs Books, GSTR-1 vs GSTR-3B, and GSTR-3B vs Books.
- Managed the issuance of E-invoices, E-way bills, and related compliance documentation.
- Drafted and submitted replies to tax notices and departmental orders.
- Handled TDS reconciliations, including issuance of TDS certificates.

- Oversaw finalization of books of accounts and preparation of balance sheets.
- Coordinated internal and statutory audits with external auditors.
- Managed bank reconciliations, general ledger, and accounts payable reconciliations.
- Assisted in the preparation of budgets, financial projections, and participated in strategic planning with senior management.

March 2012 – May 2021

Manager – Accounts & Taxation at SV Instruments Analytica Pvt. Ltd., Delhi (*Manufacturer, Trader, Service Provider*)

Key Responsibilities:

- Reported to the Director of Finance, managing an 8-member accounts team.
- Oversaw end-to-end accounts, taxation, and compliance functions.
- Independently handled GST filings, statutory compliance, and TDS (calculations, payments, returns, and certifications).
- Managed income tax compliance, including return filing, advance tax, and assessments.
- Finalized books of accounts and prepared balance sheets.
- Supervised banking operations, fund transfers, and bank/vendor reconciliations.
- Coordinated budget preparation and financial planning with management.
- Managed accounts payable and receivable, along with product costing.
- Prepared cash flow statements and analyzed MIS reports for decision-making.
- Handled compliance matters including sales tax cases, ESIC, and EPF.
- Maintained general ledger, stock registers, and processed foreign principal payments.
- Acted as key liaison with auditors during statutory and internal audits.

April 2011 – March 2012

Accountant at Jain Kapil & Associates, Delhi (*CA-Firm*)

Key Responsibilities:

- Reported to the Senior Accountant, supporting accounting and audit processes.
- Handled TDS deduction, return filing, deposits, and Form 16/16A generation.
- Performed bank reconciliations, maintained general ledger, and managed accounts payable.
- Supported the audit team during statutory and tax audits.
- Managed compliance with Sales Tax and Service Tax regulations.

COMPUTER SKILLS

- **ERP & Accounting Software:** *Microsoft Navision AX12, Tally.ERP 9/Prime, Busy Accounting Software, SAP FICO, Oracle Finance, C-Biz*
- **Taxation & Compliance Tools:** *Webtel Software and other utilities for GST, TDS, and income tax compliance*
- **Productivity Tools:** *MS Office Suite – Advanced Excel (VLOOKUP, TRIM, Pivot Tables, SUMIF, etc.)*

PROFESSIONAL QUALIFICATION

M.B.A. (Finance) From *Guru Jambheshwar University of Science & Technology, Hisar, Graduated: 2011*

Certification Course in **Business Finance & Financial Modeling** from **IIM (Indian Institute of Management)**, Visakhapatnam

EDUCATIONAL QUALIFICATION

Bachelor of Commerce (**B.Com.**) *Virangana Maharani Avanti Bai Govt. Degree College, Atrauli, Year of Completion: 2009*

Intermediate – Commerce from U.P. Board, Year of Completion: 2006

High School – Commerce from U.P. Board, Year of Completion: 2004

HOBBIES & INTERESTING

- Reading books (personal development, finance, and business literature)
- Playing cricket

STRENGTHS

- Punctual and Positive attitude and ability to perform under pressure
- Excellent team player with strong collaboration skills
- Hardworking and committed to continuous improvement
- Quick learner with a proactive approach to problem-solving

LANGUAGE

English & Hindi

PERSONAL PROFILE

- **Name:** Dharmendra Singh
- **Father's Name:** Mr. Rajpal Singh
- **Date of Birth:** 15th December 1988
- **Gender:** Male
- **Marital Status:** Married
- **Nationality:** Indian
- **Passport & Driving License:** Available

Date-...../...../.....

Place-.....

(DHARMENDRA SINGH)

Note: *I am currently living in a rented house, and I am ready to relocate as per the requirement of the employer.*