

# ANOOP SINGH

## Education

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Pursuing MBA Financial Management  
Master Program Data Analyst  
ICA – Industrial Accounting Professional Diploma  
Graduation

NMIMS University, Mumbai  
Simplilearn, Bangalore  
ICA, Kanpur  
DAV College, Kanpur

## Professional Experience

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### SLS Design, Gurgaon, India (May.2024 – Present), Manager - Account

- Dynamic Account & finance professional with a proven track record in auditing data requirements, conducting bank reconciliations, and managing GSTR2B reconciliations. Expertise in financial projections, TDS computation, and accounts payable management, complemented by experience in invoicing and financial statement preparation, ensuring precision and compliance with regulatory standards and labor laws.

### Backhaul Technologies Pvt. Ltd, Gurgaon, India (Mar.2023 – Oct.2023), Deputy Manager – Account & Finance

- Proficient in formulating and monitoring costs while identifying initiatives to optimize resource allocation. Expertise in analyzing cost/benefit ratios to enhance cost-effectiveness, pinpointing areas of financial loss, and implementing strategies to reduce expenditures, thereby contributing to overall organizational efficiency and financial sustainability.
- Collaborated with project team's direct reports to identify and optimize revenue opportunities through comprehensive analysis, enhancing business performance. Developed strategies to track and improve revenue metrics, contributing to overall organizational success and driving sustainable growth within the project framework. Demonstrated strong analytical and communication skills in a team-oriented environment.
- Dedicated professional with a robust background in understanding and addressing the needs of businesses and new dealers. Proven expertise in developing comprehensive project plans and requirements, and delivering effective solutions through thorough analysis and strategic business communication. Skilled in fostering credible relationships with both internal and external stakeholders to achieve business objectives.
- Developed an automation report to effectively track and monitor project costs, revenue, and net profit, while identifying financial risks in real time. Collected and analyzed quantitative data to create strategic decision-making dashboard reports for shareholders, aligning with business KPIs and enhancing overall financial management processes.
- Proficient in preparing consolidated financial statements, management information systems (MIS) reports, annual budgets, variance analyses, and management reports. Experienced in developing annual operating plans (AOP), ensuring tax compliance, and generating BPM and stock reports. Skilled in analyzing observations and presenting key performance indicators (KPIs) to drive strategic decision-making.
- Assisted the Project Manager in comprehensive financial planning and analysis for development projects, including IRR and NPV assessments. Conducted requirement analysis, resource reconciliation, and forecasting. Developed project-specific budget reports, ensured compliance, maintained a DPR tracker, and created models for resource assignment and cost allocation to mitigate risks effectively.
- Collaborated effectively with cross-departmental teams to ensure compliance with project SOPs. Gathered and analyzed requirements related to project insurance, cost productivity, and contract agreements. Managed documentation including DPR, AT Certificates, ABD confirmations, MB sheets, and various project trackers to facilitate timely project execution and enhance operational efficiency.
- Developed a comprehensive projected balance sheet for bid tender processes, facilitated credit limit extensions, and prepared essential documentation including authority letters and borrower declarations. Engaged in negotiations with banking institutions regarding charges and interest rates, and managed supplemental agreements, ensuring compliance and alignment with financial protocols and corporate governance.
- Oversaw the integration of backhaul data to enhance productivity and ensure timely, accurate reporting. Implemented effective supervision strategies that streamlined data processes, facilitating improved decision-making and operational efficiency. Demonstrated strong analytical skills and attention to detail in managing complex data systems to support organizational objectives.
- Developed and implemented comprehensive control systems to ensure adherence to legal guidelines and internal policies. Oversaw compliance monitoring and reporting processes, effectively mitigating risks and addressing violations. Collaborated with cross-functional teams to enhance regulatory awareness and foster a culture of accountability within the organization..
- Successfully managed company costs and revenues, ensuring sustainable profitability aligned with Backhaul Technology's strategic objectives. Implemented robust financial oversight and analysis, driving initiatives that optimized resource allocation and enhanced revenue generation, significantly contributing to the organization's financial health and strategic vision.

### Yamato Transport Co. Ltd. –Japan MNC, Gurgaon, India (Apr.2022 – Feb.2023), Assistant Manager – Account & Finance

- Accountable for conducting comprehensive reviews of records across all branches, ensuring accuracy and compliance. Collaborated effectively with team members to identify and resolve discrepancies, enhancing operational efficiency and maintaining high standards of data integrity.
- Conducted comprehensive audits of revenue and cost, ensuring accurate financial records were maintained. Collaborated effectively with team members to implement timely reporting processes, enhancing the overall financial accuracy and efficiency of the organization. Demonstrated strong analytical skills and attention to detail in identifying discrepancies and recommending improvements.
- Conducted a comprehensive SWOT analysis to assess financial performance. This involved identifying strengths, weaknesses, opportunities, and threats, which informed strategic discussions. I proposed alternative solutions that enhanced financial stability and growth, showcasing my analytical skills and ability to drive informed decision-making within the organization.
- Led the production and distribution of reports in collaboration with domain teams, focusing on key result areas (KRA) to enhance individual growth and profitability. Utilized data-driven insights to inform strategies and foster a culture of continuous improvement, ensuring alignment with organizational objectives and performance targets.
- Conducted thorough evaluations of financial statements and profitability metrics, utilizing ratio analysis to inform investment decisions and shape annual planning strategies. Demonstrated expertise in financial analysis to drive informed decision-making and optimizes organizational

performance.

- Participated in a video conference meeting with the Global Finance team to discuss reporting strategies, seek clarification on financial processes, and contribute to implementation planning. This collaboration enhanced cross-functional communication and supported the alignment of financial objectives across the organization, ensuring effective project execution and strategic alignment.
- Oversee GST computation for all branches, ensuring accurate and timely submissions. Conduct monthly ITC reconciliations and facilitate annual audits. Collaborate effectively with Chartered Accountants to address tax queries and implement compliance measures, enhancing overall financial accuracy and adherence to regulatory standards
- Experienced in managing monthly closing entries, including provisions, prepaid expenses, and depreciation. Proficient in intercompany transfer entries, transfer pricing reconciliation, and intercompany reconciliations, ensuring accuracy and compliance in financial reporting. Demonstrated ability to streamline processes and enhance financial operations through meticulous attention to detail and analytical skills.
- Developed comprehensive monthly Accounts Payable (AP) and Accounts Receivable (AR) reports for Global Management, ensuring compliance with SLA agreements. Conducted detailed reconciliations and audits of AP/AR invoices, analyzed collection trends, identified challenges, and proposed innovative solutions while executing Balance Confirmation as per Yamato Group requirements.
- Effectively coordinated with the operations team across all branches to address GST queries, providing timely assistance and support. Ensured the prompt resolution of issues, facilitating accurate monthly financial reporting and compliance. Demonstrated strong communication and organizational skills in managing cross-functional collaboration for seamless operations.
- Developed and analyzed monthly performance metrics for Key Performance Indicators (KPIs) and Accounts Receivable/Accounts Payable (AR/AP) as requested by shareholders. Actively participated in monthly operational reviews, providing insights and recommendations to enhance performance and drive strategic decision-making within the organization.
- Successfully modernized accounting software, implemented e-payment procedures to enhance productivity, and established an e-approval process for efficient approvals. Developed automated reporting systems to provide stakeholders with timely information for informed decision-making. These initiatives contributed to streamlined operations and improved organizational efficiency.
- Collaborated effectively with Chartered Accountants, Deloitte audit team, and internal process teams during annual and statutory audits. Responsible for data preparation in accordance with established checklists, facilitating balance sheet finalization, addressing audit findings, and implementing internal process improvements to enhance operational efficiency and compliance.
- Skilled in developing comprehensive Annual Operation Plans and Business Reports, conducting MIS Analysis and Forecasting, and performing Variance Analysis across multiple branches. Proficient in Cash Flow management, budget analysis, KPI presentations, and tax audits, including 3CD and Section 44AB reports, as well as Branch Asset & Liabilities Reconciliation and 26AS Reconciliation.

#### Heehoon Design Global Pvt. Ltd. –South Korea MNC, Gurgaon, India (Sep.2015 – Jun.2020), Senior Officer – Management

- Collaborated effectively with project management, marketing, and cross-functional teams to identify and resolve critical issues, ensuring timely project delivery. Demonstrated strong communication and problem-solving skills while fostering a collaborative environment that drove project success and aligned with organizational objectives.
- Expertly prepared electronic approval requests for expenses and payments, ensuring compliance with contract agreements and Letters of Intent (LOIs). Successfully facilitated the final approval process, demonstrating strong attention to detail and adherence to organizational protocols.
- Successfully prepared and compiled outstanding project data along with supporting documentation to facilitate a claim to Hyundai, ensuring adherence to contract agreements. Demonstrated strong analytical skills and attention to detail in managing project deliverables, contributing to effective communication and resolution of contractual obligations.
- Engaged in strategic discussions with the global finance team to clarify reporting processes, implement effective strategies, and plan Key Result Areas (KRA) for the upcoming week to enhance operational efficiency and accountability.
- Managed the release of remittances for foreign imports in India, ensuring compliance with custom clearance tax regulations. Coordinated salary disbursements and vendor payments in accordance with approved E-Banking procedures, demonstrating strong attention to detail and adherence to financial protocols. Proven ability to streamline processes and enhance operational efficiency.
- Accountable for managing the Banking Concentration, ensuring optimal fund allocation and strategic planning for seamless operational processes. Proficient in utilizing Fusion for efficient data uploading, contributing to enhanced financial oversight and operational effectiveness.
- Proactively identified and evaluated expense and cost control opportunities through comprehensive data analysis. Developed and implemented automated dashboards to effectively report key financial metrics to management, enhancing decision-making processes and driving operational efficiency within the organization. Demonstrated strong analytical skills and a commitment to continuous improvement in financial reporting.
- Assisted project teams in the execution of key initiatives, including Hyundai GDSI, LG Renovation, Auto Expo, and Haier Projects. Managed dealer and vendor inquiries, conducted cost estimations for GP, NP, and margins, and developed performance reports and comprehensive project financial planning to ensure effective project outcomes.
- Experienced in managing the entire process of new and renewed working capital term loans, including the preparation of CMA data, LC/BG applications, LUT, and AD Code registration. Proficient in forex import customs clearance and ensuring timely submission of documents to banks, with a strong focus on follow-up and compliance.
- Experienced in the computation and reconciliation of TDS, GSTR 1, 9, 3B, 26Q, 16A, and ITC. Proficient in HSN/SAC codes, tax rates, and invoicing rules. Adept at verifying input tax under GSTR-2B and collaborating with tax consultants to address queries effectively.
- Proficient in administration and operational expense analysis, with expertise in business reporting, variance analysis, and MIS analysis. Skilled in demographic and geographic analysis, sales trends, product performance, and inventory optimization. Experienced in cash flow management and predictive analysis, with a strong ability to create real-time dashboards for informed decision-making.

#### B Q India Pvt. Ltd. –China MNC, Gurgaon, India (May.2013– Aug.2015), Branch – Accountant

- Successfully executed audit procedures to independently verify and confirm client closing balances through detailed email communications, ensuring compliance with all audit requirements and timely response to requests for supporting documentation.

- Proficient in generating comprehensive financial reports, including cash flow statements, management information systems (MIS), accounts payable/receivable (AP/AR), variance analysis, fixed asset reports, and reimbursement documentation. Demonstrated ability to analyze financial data and provide insights to support strategic decision-making and enhance organizational financial performance.
- Collaborated effectively with cross-functional teams to address and resolve customer complaints by conducting thorough analysis. This proactive approach enhanced customer satisfaction but also contributed to overall customer growth, demonstrating a commitment to delivering exceptional service and fostering strong client relationships.
- Experienced in managing daily financial records, including sales, purchases, debit and credit notes, bank transactions, expenses, income, sales and purchase orders, branch transfers, month-end closing, import/export documentation, payroll processing, and E-way bill generation. Demonstrated ability to maintain accuracy and compliance in all financial activities.
- Proficient in follow-up, tracking, and monitoring critical issues related to dealer/vendor queries, banking discrepancies, bad debt management, recovery processes, and receipt discrepancies. Demonstrated ability to ensure timely resolution and maintain effective communication with stakeholders, contributing to improved operational efficiency and financial liquidity.
- Skilled in administration and operations expense management, specializing in imprest management and e-approval processes. Proficient in document verification to facilitate timely submission to head office for final approval, aimed at minimizing unnecessary costs and disbursements. Committed to enhancing operational efficiency and financial oversight within the organization.

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**Wealth Management Skills** - Portfolio management, investment analysis, financial planning, risk assessment and asset allocation strategies, fostering strong client relationships to enhance client satisfaction and retention, leveraging analytical financial wealth growth strategies, leveraging analytical skills to optimize investment portfolios and enhance asset management. Experienced in conducting financial analysis, identifying growth opportunities, and implementing strategic initiatives to drive profitability and sustainability in corporate financial landscapes.

**Financial Management Skills** – RAF Capital Decision, NDCF,DCF, IRR,NPV, ARR,PB,Capital Budgeting, Working capital management, Cost of Capital, Capital structure, Inventory Management, Financial & Operating leverage, Brand Valuation, Dividend theory, Merger & Acquisition, Bond & equity value, Dividend policy, Business Valuation, Short & long term financing, Risk Management, Capital market & Portfolio Management, Trend analysis, Financial Accounting & Analysis, Strategic Financial Decision.

**Strategic Management Skills** – Stakeholder Analysis, Steep analysis, Industry analysis, Industry Evaluation, Create industry mix, Competitive strategy, Forecasting, Business model, Value chain analysis, strategic audit, SFAS Matrix, Business strategy, Strategic alliance, corporate strategy, Directional strategy, Retrenchment strategy, stability strategy, Growth strategy, Pull & push Strategy, Corporate parenting, Functional strategy, Constructing scenarios, LBO, Develop program, Matrix structure, Reengineering & strategy, Structure follows strategy, Staffing & directing, action planning, Balance scorecard approach, Benchmark to evaluate performance, aligning incentives.

Solid at formulating and executing strategic initiatives aimed at promoting organizational growth and improving operational efficiency in alignment with corporate objectives. Holds experience in assessing market trends, pinpointing opportunities for expansion, and efficiently managing resources to enhance overall performance. Demonstrates exceptional leadership skills in directing cross-functional teams to achieve strategic goals and improve business results, while optimizing resource allocation and establishing strong performance metrics to fulfill corporate targets. Proficient in fostering interdepartmental collaboration to stimulate innovation, with a commitment to advancing sustainability and maintaining a competitive edge in ever-changing business landscapes.

**Quantitative Analytical Skills** - Conditional formatting, logical, look up, reference, match, index and offset, statistical function, Pivot Table, Custom Calculation, Calculated field and item, Slicer, Chart, Histogram, Scenario management, Solver, Goal Seek, Problem Statement, Moving Average, Hypothesis Testing, Anova, Covariance, Correlation, regression, normal distribution, Power (Pivot, map, view, query), Importing and exporting data, Data Wrangling, Exploratory Data Analysis, Model Development, Model Evaluation, Statistical Computing, Mathematical computing using NumPy, Data manipulation with Pandas, Model Building, Data Visualization, Regression Analysis, Clustering, Classification, Association, Statistics, Matplotlib , Descriptive Statistics, Time Series Forecasting, Etc.

**Vision/Mission Management Skills** -Articulate a compelling vision, foster stakeholder engagement, and drive collaborative initiatives that enhance mission clarity and operational efficiency, fostering a culture of collaboration and innovation, driving team engagement and commitment to organizational mission, ensuring sustained growth and success through effective leadership practices.

**Technical Skills** - Tally/SAP/QuickBooks, Python Jupiter, R Studio, Tableau, Power BI, Google Analytics, Cevious Fusion, ZOHO, SQL, Business Analytics with Excel.

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