

# RESUME

## **Umesh Kumar**

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### OBJECTIVE OF CARRER

A responsible position in a reputable organization would allow me to use my experience, abilities, and skills while also allowing me to grow with the organization

### STRENGTH

- Hard Working and accepting challenges in life with an I can do attitude
- Honesty, responsibility, confidence, optimism, flexibility, and a positive attitude

### EDUCATIONAL BACKGROUND

- MBA (PGDBA) in Finance from Symbiosis University in Pune, India (2013)
- B. Com (Pass), South Campus, Delhi University, India (2003)
- Senior Secondary C.B.S.E. from the Dr. Rajender Prasad Senior Secondary School President Estate, Rastrapati Bhawan, New Delhi, India (1998)

### WORKING EXPERIENCES

<b>RAIS Shipping Services Tanzania Ltd.</b>	<b>RAIS Hassan Saadi Group, Dubai</b>	<b>From February 2024 to date</b>
<b>Manager Accounts and Administration (Handling Two Units - Shipping Agency and Consolidation/Clearing and Forwarding)</b>		

### PROFILE OF WORK

- **Team Handling**
  - Coordination with the staff to ensure tasks are completed as per the timelines
  - Guidance, Training, and support to the team wherever it's required
  - Back up of the staff during their absence/Leaves
  - Resolution to the issues and queries of the subordinates if any
- **Payments & Collection Receipts**
  - Organizing daily payment schedules and requests to the Headquarter
  - Executing all Online payment transactions
  - Reviewing and signing of cheques and Vouchers
  - Verification and checking of all the Container deposit refund documents
  - Confirming receipt of payments made by customers through online or direct deposit methods
  - Ensuring prompt deposit of collections received via cheques
  - Reviewing Vatable invoices processed through the Electronic Fiscal Device (EFD)
  - Checking and processing all types of vouchers, including PB, PT, PH, BD, JV, DN/CN, and others
- **Banking Operations**
  - Serving as a Signing Authority and managing all aspects of banking operations

- Conducting daily reviews of banks to monitor the status of inward and outward payments
  - Coordinating and following up with banks regarding any additional requirements or changes as necessary
- **Reconciliations**
- Conducting monthly bank reconciliations for all banking accounts associated with both RAIS Shipping and AXIS Logistics (totaling 10 bank accounts)
  - Reviewing and reconciling the statements of accounts for customers and vendors
  - Performing monthly reconciliations for all principals concerning the statements of accounts, PDA (PRE-Disbursement A/c) and FDA (Final Disbursement A/c)
  - Reconciling ledgers for income and expenses to ensure alignment with the principal's statements of accounts and financial documents
- **Payroll**
- Monthly payroll preparation for both RAIS Shipping Services Tanzania Ltd and AXIS Logistics Tanzania Ltd.
  - Processing payroll through the IBS system while ensuring it aligns with the manually prepared Excel payroll
  - Executing all online salary transfers and issuing cheques
  - Maintaining accurate records and managing the recovery of staff loans and advances
- **Taxation**
- Filing of monthly Returns in TRA for PAYE and SDL
  - Filing of monthly Returns for the NSSF
  - Filing of monthly Returns for the WCF
  - Filing of monthly Returns for the VAT
  - TASAC Levy compliance and Quarterly return
  - City Levy compliance and Quarterly return
  - Monthly reconciliation of VAT returns
  - Coordination with the TRA regarding discrepancies in documentation
- **Profit & Loss Statement / Management Information System / Principals Statement of Accounts / Managing General Agent**
- Conducting periodic reviews of the Trial Balance
  - Preparing the monthly Profit & Loss statement and Management Information System report
  - Collaborating with the respective departments team members to finalize the monthly- MGA (Managing General Agent) / Statement of Accounts// PDA (PRE-Disbursement A/c) and FDA (Final Disbursement A/c)
  - Ensuring prompt resolution of any inquiries from the Principals regarding the submitted Statement of Accounts/ PDA (PRE-Disbursement A/c) and FDA (Final Disbursement A/c)
- **Reports**
- Daily report on bank payments submitted to headquarter
  - Daily and weekly cheque book report sent to headquarter
  - Monthly Payroll report
  - Monthly VAT Returns submission reports before filing and post filing
  - Fund Requirements Report
  - Ad hoc reports or tasks as directed by headquarters or senior management

<b>HMM Shipping India Pvt. Ltd.</b>	<b>Korean Multinational Shipping Company</b>	<b>July 2021 to February 2024</b>
<b>Manager Accounts and Administration</b>		

**PROFILE OF WORK**

- **A/R Related Activities**
  - Review and monitor AR activities daily to ensure completion
  - Review and monitor outstanding daily to ensure collection actions are completed on time
  - Monitor and control actions on non-billing cases such as freight, detention, and demurrage
  - Monitoring and ensuring receipts are updated in the system on time
  - Monitoring and Control of Suspense Entries Closures
  - Keeping the Outstanding NIL / Within Limit
  - Monitoring and ensuring actions toward an early clearance of Container Security Refunds and Excess Paid Cases of GAUS and Compass
  - Resolving billing issues with the assistance of the operations and sales teams
  - Submitting a weekly outstanding report to HQ
- **General Accounting**
  - Review and Updating of Bank Balances on Daily Basis
  - Petty Cash Handling and Control
  - Maintenance of Daily In and out register for both Cash and Cheque books
  - Monitoring Inwards Payments through online mode as well as physical instruments and ensuring timely deposits
  - HND Files Interface in Compass & SAP and ensure timely approvals and payment follow-ups
  - Monitoring and ensuring timely compliance and reporting for all required statutory requirements
- **HR & Administration Activities**
  - Checking and timely Attendance Report to HQ
  - Attendance Uploading in HRM Thread Software
  - Monitoring and ensuring day-to-day arrangements for the office requirements for smooth working
  - Old Records / Files- Discard and arrange for storage
  - Fixed Assets Register maintenance
  - Vendor evaluations and checking for new vendors as and when its required
  - Misc. Adhoc reports and tasks assigned by the GM- Branch and HQ
  - Joining and exit formalities
  - Hotel, Flights, and Events booking and arrangements
  - Checking and processing monthly payroll
  - Printing of stationery and Purchasing
  - Check and ensure COVID Compliance
- **A/P Related Activities**
  - Examine and negotiate existing or new administrative vendors, and try to reduce existing administrative costs
  - Ensure that Bills or SOA are followed up on and that vendor bills are collected and booked on time
  - Ensure timely booking/posting/interface/making SAP entries on time and maintaining proper records
  - Ensure to process and follow HQ Admin / AP team for timely vendor payment release
  - Monitoring and ensuring payment emails / Information shared with the vendors on time
  - Vendor SOA Reconciliations on a regular or as and when required
  - Collection of quarterly No Dues certificates from vendors
  - GSTR Queries resolutions
  - Vendor Evaluations
  - Vendor Codes Processing and approval
  - Approval Vendor Bills
  - TDS Exemptions /Declarations
  - **On-Time Reporting**
    - Weekly AR Report on FRT/DET-Overdue AR
    - Weekly Outstanding Report to DXB-HQ on or before Sunday
    - Suspense Clearance Reports as and when required or updated
    - Container Security Status Reports- Review daily and report as and when Status and updates required
    - Daily GA Account Cash Report Management, Daily Non used Cheque books Management Status Report & Vehicle Logbook- Ensuring on-time Monthly Submission
    - Ensure to check and adhere to timelines for Adhoc Reports Such as CMF, Saving Cost of GA/HR, KPI, etc.
- **Overall Responsibilities**
  - Team Lead Accounts and Administration
  - Monitoring AR, AP, Banking, Cash Handling & Statutory matters
  - HR Activities and Payroll
  - Weekly, Fortnightly, and Monthly Reporting
  - Ensuring proper posting and interface data in Compass ERP and SAP systems
  - Month-end activities and ensure closing within the deadlines
  - Budgeting and Variance Analysis and reporting to the Seniors and Management
  - Vendor Management and Cost Controlling
  - Reconciliations of Accounts, Customers, Vendors and Banks

<b>Kintetsu World Express (India) Pvt. Ltd.</b>	<b>A well-known Japanese Freight Forwarding Company</b>	<b>July-2016 to July-2021</b>
<b>Regional Manager Credit Control</b>		<b>April-2019 to July-2021</b>
<b>Manager Accounts and Administration</b>		<b>July-2016 to March-2019</b>

#### **PROFILE OF WORK**

- Supervision of Credit control teams for North India, Kolkata, Chennai & Coimbatore
- Review and approve credit applications at the branch level while ensuring that all necessary documents are properly organized
- Customer and CAF/Agreements management
- Overdue AR Collections & ensure to achieve Daily, Weekly, and Monthly collection targets
- Monitoring & Ensuring Timely & effective collection of all debts from the customers
- Establishment & maintenance of good client relationships, both internally and externally at all levels to streamline collections and maintain a healthy business relationship
- Monitoring Billing for all the activities of Export & Import shipments
- Monitoring and ensuring timely circulations of SOAs to the customers
- Resolving billing issues raised by customers with the help of operation & sales teams
- Monitoring fund flow and reporting fund forecasts to the Branch Manager & HQ
- Monitoring daily collections, deposits, and payments & Ensuring Posting and allocating of daily receipts to the accounting systems
- Handle and reconcile complex Accounts and have excellent attention to detail
- Legal AR of the company for North India to file suits, Compliant, Prosecute, Appear, Defend, sign legal documents, Attend the Court hearings, Attachment and Settlement cases and close coordination with the legal team and update the management
- CSR (Cargo Sales Report) checking and ensuing payments by due dates
- Approval of vouchers & bills for North India branches, monitoring petty cash, and ensuring balance maintained to meet day-to-day expenses
- Reconciliation of Banks/Branches/Debtors/Creditors
- Balance confirmations of customers and vendors
- MIS Reports, GP Reports, Prompt Report, +90 Days AR, COD AR & Code Blocking, Sub Branches Credit Controllers KPI, Weekly AR forecast
- Variance analysis Review and reports on Budgets
- Weekly and monthly AR calls with HQ and sub-branches and plan collection strategies
- Weekly AR meeting with the Sales team and operation to discuss issues on AR
- Review and processing of VOID, Credit Notes, and AR write-off cases
- Monthly closing of Cost sheets and ensuring all cost sheets are manifested and cost sheets are closed and submitted to the HQ within the timeline
- Resolving cost sheets rejected by HQ with the help of the operation team
- Key person to attend GST / Tax related queries by customers & vendors and resolving with the help of the GST team at HQ
- Monitoring and ensuring sufficient balance is there in PDA with CELEBI, DCSC & ICD
- Vendor Payments and ensuring monthly statements are obtained and no old bills are pending and keeping the a/c's controlled and reconciled
- Outsourced Manpower management and ensure proper compliance
- Vendor quotations and evaluation and call vendors for the meeting in case of any issues
- Monitoring of jobs files & ensuring booking of sales and cost of sales and loss cases
- Adherence to the deadlines, guidelines, and requirements of the Head office
- Monthly submission of Overseas Agent's bills to the HQ and Reconciliation if required
- Monitoring Issuance & Receipt of TDS Certificates and reviewing form 26AS
- Preparations and Assistance in Internal & External Audit
- Members of HSE, ISO, POSH & Firefighting team and Audit

<b>Sealair Freighters International Pvt. Ltd.</b>	<b>An IATA Company</b>	<b>July-2015 to June-2016</b>
<b>Accounts Head</b>		

#### **PROFILE OF WORK**

- Supervision of Accounts team
- Monitoring Billing for all activities of Export & Import shipments
- Resolving issues related to customer queries on billing disputes

- Monitoring DSO & ensuring collections within the due date from credit customers
- CSR (Cargo Sales Report) checking and ensuing payments by due dates
- Reconciliation of Banks/Branches/Debtors/Creditors
- Monitoring fund flow and reporting fund forecasts to Directors
- Monitoring daily collections, deposits, and payments
- Preparation of statements and ensuring timely deposits of TDS and Service Tax
- Preparation of salary and compliance towards timely deposit of PF & ESIC
- Preparation of statements & ensuring timely submission returns for TDS & Service Tax
- Monitoring job files & ensuring booking of sales and cost of sales
- Monthly SOA to Overseas Agents and Reconciliation
- All formalities related to Outward & Inward remittances
- Monitoring Issuance & Receipt of TDS Certificates and reviewing form 26AS
- Keeping records of Fixed Assets
- Preparations and Assistance in Internal & External Audit and Legal cases (Tax matters)
- Preparation of Profit & Loss A/c and Balance Sheets
- Preparation of MIS & Other reports as required by the management
- Preparation of financial statements on monthly and yearly basis

<b>Great Circle Line Kenya Ltd. (Mombasa, Kenya)</b>	Multinational NVOCC Company A Unit of Great Circle Holding Pte. Ltd. Singapore	February, 2014 to April, 2015
Senior Accountant – East Africa	Mombasa, Nairobi & DAR ES Salaam, Tanzania	

#### **PROFILE OF WORK**

- Handling of Accounts up to finalization for two units (Great Circle Line and Plimsoll Logistics) on a monthly closing & reporting system for East Africa locations (Mombasa, Nairobi & Dar Es Salaam)
- Preparation of Voyage disbursement–Accounts and submission to principal
- Preparation of fund flow statement and reporting to Head Office in Dubai; Making arrangements of funds for the locations
- Preparations and Settlement of Inward and Outward remittances
- Local disbursement and deposits
- Monitoring and keeping DSO under control ensuring collection on time from credit customers and keeping records of necessary required documents to the CAF
- Preparation of salary and statements of NSSF/NHIF/PAYE/VAT/Z Report
- Complying with deposits and filing of Returns before due dates
- Preparation of financial statements on a monthly closing basis & Reporting–P&L/Balance Sheet/MIS to Head office within due dates
- Verify & reconcile contracts, orders, vouchers, and prepare reports to substantiate individual transactions before settlement
- Quarterly Reconciliations of Top 15 Customers & obtaining balance confirmation
- Preparations, compilation of records, and required assistance to Auditors towards completion of Audit
- Acted as an Authorized Representative for the Bank operations in Kenya
- Monitoring administrative matters and controlling cost
- Monitoring container inventory and depot bills and reporting to the head office
- Adherence to the deadlines report and other requirements of the Head office
- Study and review of local compliances required as per Laws, Rules, and Provisions applicable to the organization; enforcing adherence to requirements and advising management on appropriate actions to be taken

<b>FR8 Integrated Logistics Pvt. Ltd. (Asia Shipping)</b>	A Brazilian Freight Forwarding Company	December, 2012 to January, 2014
Assistant Manager–Accounts, Corporate level		

#### **PROFILE OF WORK**

- Checking of Jobs & arranging timely payments for Liners & Airlines
- Credit Control
- CSR/Shipping Lines/Vendor Payments & Reconciliations

- TDS & Service Tax Calculations & timely deposit & taking care of Returns
- Overseas Debtors SOA & Reconciliations on a monthly basis
- Inward/Outward Remittances
- Monthly Closing & Reporting–P&L/Balance Sheet/MIS
- Branch/Banks Reconciliations
- Review & Reconciliations of PDA for smooth operational functions
- Quarterly Reconciliations of Top 15 Customers & Creditors
- Monitoring Post shipment documents release to ensure timely collections
- Review of Shipping line control a/c
- Preparation of Profit & Loss A/c and Balance Sheets
- Preparation of MIS & Other reports as required by the management
- Preparation of financial statements on monthly and yearly basis
- Keeping and monitoring Credit Control records
- Review of Shipping line control a/c & timely collections of Brokerage & Refunds
- Monitoring and Reconciliations of PDA & Imprest A/c of operation & sales staff
- Imprest A/c of operation & sales staff

<b>Jeena &amp; Co. Pvt. Ltd.</b>	<b>India's oldest freight forwarding Company Established in 1900</b>	<b>October, 2011 to December, 2012</b>
<b>Executive – Accounts</b>		

#### **PROFILE OF WORK**

- Monitoring DSO & Regular follow-up of Local outstanding for timely collections of dues
- Credit Control
- Resolving customer queries on billing disputes
- Attending weekly outstanding meetings for the Accounts Receivables
- Shipping Lines & Vendor Payments & Reconciliations
- Responsible to check monthly Loss Job files & take necessary actions for Recoveries
- Review & Reconciliations of PDA, GSP, CMC a/c for smooth operational functions
- Quarterly Reconciliations of Top 15 Customers & Creditors
- Monitoring Post shipment documents release to ensure timely collections
- Debit/Credit Notes of Overseas Agents, Exch. Rate & Interbranch
- Review of Shipping line control a/c & timely collections of Brokerage & Refunds
- Imprest A/c of operation & sales staff
- Monthly Provisions for MIS
- TDS Payable/ Timely collections of TDS Exemptions/TDS Certificates
- Co-ordination with operations for timely booking of sales & cost of sales to minimize
- Monthly provisions in MIS

<b>Globelink WW India Pvt. Ltd.</b>	<b>MNC Freight Forwarding Company, Member of CWT Group-Singapore</b>	<b>February, 2008 to September, 2011</b>
<b>Executive – Accounts</b>		

#### **PROFILE OF WORK**

- Supervision & Controlling of Accounts (Delhi, Jaipur, Udaipur & Jodhpur)
- Daily Sales Preparation & Reporting to the Head Office
- Conduct a review and consistent follow-up of local outstanding accounts in accordance with the company's credit policy for the Northern Region, aimed at optimizing the collection process for overdue debts owed to the company, and provide weekly reports to the Head Office
- Custodian of PDC & Monitoring the deposits & cheque bounce cases till the recovery Through DD/Cash
- Review & Reconciliations with the Overseas Debtors & follow-up for the balance Confirmation & reporting to Head Office for the Inward / Outward Remittance on Monthly / Time to Time.
- Inter-branch Reconciliations-Delhi & Udaipur (With 20 Branches)
- Review of all jobs for the sub-branches to maintain the accuracy level of Profitability
- MFR (Monthly Financial Report)-A Monthly Report having more than 35 schedules
- Trial Balance, P&L & Balance Sheet-Jaipur, Udaipur & Jodhpur
- Monthly Provisions for Sales and Cost of Sales & Admin. expenses
- Closing Reports to Head Office after Month end for the Northern Region

- Checking & Approval of docs created in System (FMS)
- Checking and Approval of Liner & General Payments & follow-up from the Head Office & Funds arrangement for the Operations & Admin. Expenses
- Working as a part of the AR Team for the Brokerage Receivable from the Liners
- Review of Accounts Payable, PDA & Reconciliation of vendor accounts if needed
- TDS, Service Tax, Returns, TDS Certificates Collection & Issue & reports
- Monthly Salary Certificate & Collection of staff Investment details & Admin. Matters
- Timely compilation & submission of the reports to the reporting heads as required

<b>Allcargo Global Logistics Ltd.</b>	<b>A Well-known NVOCC &amp; MTO Company</b>	<b>January, 2007 to February, 2008</b>
<b>Executive – Accounts</b>		

#### **PROFILE OF WORK**

- Checking of all Job files of Exports and Imports
- Complete Verification of Export –Import documents / Accounting / Overseas Manifest MIS Reports (FCL & LCL Container Profitability)
- Export-Import MCC Recon & Profitability and Brokerage payment follow-ups
- OSA Netting Settlement & Entries/ BBR-MTR/Tagging of OSA Export-Import Invoice/ Credit Note
- Involved in daily correspondence with Debtors-Creditors & Co-ordination with Documentation & Sales department

<b>K.L. Bhrra &amp; Co. Pvt. Ltd.</b>	<b>A well-known Custom Clearing &amp; Forwarding Agent</b>	<b>June, 2000 to December, 2006</b>
<b>Accounts Assistant</b>		

#### **PROFILE OF WORK**

- Day-to-day making of Vouchers (Manual) and Entries in Tally
- Cash handling and Maintaining Deposits of Cash and Cheques
- Filing and all kinds of ledger maintenance
- Making of Receipts and related Books of Accounts
- Bank Reconciliations and handling of TDS, PF, ESI & Service Tax matters
- Preparation of Bills and follow-up statements

#### **COMPUTER SKILLS**

- Well-versed in MS Word, Powerpoint & Excel (Lookups, Pivot, Dashboard)
- Tally (Tally. ERP 9, 7.2, 6.3, 5.4 & 4.5), Well versed in Internet operation
- FFMC- Foreign Exchange & FA+ (Hardman) for Custom House Agents
- GCRP, FF Soft & Light House- ERP for the liner agency business
- SAP, COMPASS, IBS, ICC, UFS, UAS, URS, DOCFA, Millennium, FMS, Homyar ERP

#### **ADDITIONAL**

Tally 9.0-Certificate course done from the authorized Tally Academy (M/s. S. R. Accounting Solutions Pvt. Ltd. Nehru Place, New Delhi-110019)

#### **SALARY**

Last Drawn Salary (India)	:	INR 20.00 Lacs (Per Annum)
Current (Tanzania)	:	USD 3700.00 (Net) per month plus local allowances
Expected	:	Negotiable

#### **PERSONAL DETAILS**

Date of Birth	:	September 8, 1979
Marital Status	:	Married
Language	:	Hindi and English

Dated: November 2024

Umesh Kumar