***Shashi Kumar Bansal***

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**SENIOR FINANCIAL EXECUTIVE / CONTROLLER**

WITH COMPREHENSIVE EXPERIENCE IN

 BUSINESS ANALYSIS

 CASH MANAGEMENT

 FINANCIAL MANAGEMENT ANALYSIS

 TAXATION

 BUDGET AND PLANNING REFINEMENT / ADMINISTRATION

 GENERAL ACCOUNTING

 PLANNING / SCHEDULING

 GAAP

 REPORTING / DOCUMENTATION

 ORGANIZATION RE-ENGINEERING

* STAFF MANAGEMENT / DEVELOPMENT
* KEY METRICS DEVELOPMENT AND IMPLEMENTATION
* STRATEGY BUSINESS MODELLING

Over **22 years experience** in the fields of **Management, Accounting, Auditing, Taxation, Payroll, Inventory & Cost Accounting and Information Technology.**

* **Energetic, versatile, financial executive with high functional and technical skills; offering a broad set of core financial strengths combined with an entrepreneurial, customer-focused orientation.**
* Pro-active and results-oriented, meticulously Metrics-focused with broad experience in all aspects of complex **accounting and financial** **management**.
* Development and implementation of strategic plans to ensure company growth.
* Excellent working on computer; **tech-savvy**. Very good in exploring **new software**.
* Recognized for being **straightforward, honest, professional and goal oriented**. Known for ability to create and maintain organizational synergy and team cohesiveness to effectively achieve financial goals.
* Project management including concise communication to support effective decision-making.
* In-depth experience in process management, process improvement and remediation strategies.
* **Excellent planning, time management and organizational skills** in coordinating all aspects of each project from inception through completion. Extremely **detail oriented**. Ability to set priorities, be **flexible and highly accurate**.

 **Impeccable knowledge** and offers c**reative solutions to complex problems**. **Well disciplined** with proven **ability to manage multiple assignments** efficiently under extreme pressure while **meeting tight deadline schedules**.

 Ascertains needs and goals, streamlines existing operations, **turns around unprofitable functions**, **envisions new concepts and future trends**, and follows through with development, direction and accomplishment. Strong **persuasive skills.**

 Excellent **leadership qualities, skilled team-builder and motivator**. Fosters an atmosphere that encourages highly talented accounting professionals to balance high-level skills with **maximum production**.

 Strong interpersonal, **communication and presentation abilities providing clarity and transparency.**

**PROFESSIONAL EXPERIENCE / ACCOMPLISHMENTS**

**First Credit Services Inc.**

**CFO/COO**

First Credit Services Inc. is a Collection Company

Experience in the operations, systems implementation, and project management, accounting, and financial management. Has a strength and passion for developing and overseeing collection operations. Continues to be successful in building extremely competitive collection environments, where collectors not only continually outperform their competition on Champion Challenger Programs, but enjoy their jobs as well. Believes in a team environment in which people feel appreciated and fulfilled in their roles with the company.

Researched and tested new technologies and automation systems that standardized quality-focused processes and helped company grow without sacrificing the quality of the services they provide. With a strong background for analytics and process improvement methodology, analyzed and tested several different dialing solutions in an effort to migrate the various strategies which provided the most efficient and economical results. Handled the implementation of successful technological advances including a new dialer system and IVR system that has improved efficiency and productivity. On a daily basis, proactively manages inventory and dialer strategies that result in consistent profitability for our organization without losing focus on quality and client satisfaction.

**Bookkeeping USA, Kenneth B Morrow, CPA , Brooklyn, NY**

**Controller- Operations**

Bookkeeping USA is a CPA company doing bookkeeping and tax return preparation, forensic accounting, developing financial systems for clients.

I lead a team of 15 people and have overall authority for **controlling the operations** of the organization for **maintaining the clients’ accounts, budget preparation and audit support, taxation, accounting, monthly closing of books, account reconciliation, and journal entry adjustments**. I review **monthly, quarterly, and annual reports** summarizing and forecasting the clients’ business activities and financial positioning areas of income, expenses and earnings based on past, present and expected future operations. I develop **financial statements, analyze the clients’ business trends and daily operating costs**.

**Administrative and Managerial Duties and Responsibilities**

* **Administrative and managerial responsibility** for all the work executed in the company.
* **Maintaining business contacts and relations with top executives of major company clients**.
* **Maintaining Quality control of accounts** and overseeing the bookkeepers’ work.
* Conducting all personnel evaluations including hiring personnel as necessary, firing and promotions, etc.
* **Formulating business policy, guidelines, procedure and new business goals** as needed.
* **Evaluating unit’s business performance**, developing and implementing remedies as necessary to improve performance.
* Supervising the work of **accounting, auditing, tax return preparation and consulting** activities for clients, which may be **corporations, governments, nonprofit organization or individuals**.
* **Planning the taxes** and advising companies about the tax advantages and disadvantages of certain business decisions and preparing individual tax returns. Monitoring the clients’ taxes is being paid properly and in time.
* **Developing effective teams and incentivizing staff to maximize profitability.**

**Accounting and Technical Duties and Responsibilities**

* **Development of Accounting systems** per clients’ requirement.
* **Designing of accounting systems and data-processing systems** and the **selection of controls to safeguard assets of the clients.** To ensure that the clients’ accounts’ records are kept accurately.
* Developing system for document management and also for paperless office.
* Development and improvement in computerized accounting system so that **working is more mobile and efficient.**
* **Cash flow analysis**
* Devising innovative cash management strategies.
* **Forensic Accounting**
* **Job Accounting Systems**
* **Complex Reporting systems**
* **Monthly financial reports, conducting research, performing analysis and reviewing reports, i.e. financial forecast, profit and loss, expense and income statement.**
* **Budget analysis, financial and investment planning, information technology consulting.**
* Auditing
* **Defining, developing and preparing for Audits**. Plan direct and control activities for Audits.
* **10K and 10Q drafting**

**Shashi & Associates (Chartered Accountants) – Bhopal, India**

Managed own Chartered Accountant Practice in India in the field of Central Excise Duty, Auditing, Tax planning, Finalization of accounts and Management Accounting. Served privately owned companies in various industries ranging in sales volume from $100,000 to $200 million. Services provided included coordination of monthly closing, financial statement preparation and reporting, payroll processing and payroll tax filings, annual tax filings – personal property, state sales, use and withholding; accounting alternatives and tax compliance research.

 **Represented Clients in Tribunals** for Central Excise cases.

 Coordinated year-end **physical inventory**.

 Coordinated year-end review with independent accountants.

 Implemented key ratio use to **evaluate production efficiency**.

 Performed **Internal Audit**.

 Performed **Income Tax Audit**.

 Performed **Statutory Bank Audits**.

Started a new venture for managing accounts of many small business companies of USA. Doing accounting/bookkeeping, Income tax returns, payroll processing, Payroll returns, Sales tax return and various other jobs such as Job/Project Accounting, cost accounting, preparations for Audit, inventory accounting. Developed annual budgets for the clients, including financial statement preparation, analysis and reporting:

 Developed a website to procure clients and gain business from new clients.

 Developed **Remote Working module**.

 Developed **Project Management System**.

 Developed **Work flow procedure**.

 **Organized work groups** to maximize benefits.

 **Analyzing and communicating financial information** for various entities such as companies, individual clients etc. Beyond carrying out the fundamental tasks of the occupation – preparing, analyzing, and verifying financial documents in order to provide information to clients.

**Enterprising Engineers, Manufacturing Unit – Bhopal, India**

**Controller-Finance**

Enterprising Engineers is manufacturing electrical panels and switchgears. Managed all financial functions of this family-owned company whose subsidiaries include different manufacturing units and marketing unit. Prepared financial statements, processed payroll, payroll tax filings and annual tax filings; analyzed business trends and daily operating controls. Monitored spending versus return, and initiated strict cost containment approaches. Conducted research on accounting alternatives and tax compliance.

Directed all areas of financial reporting from review of original account entry to budget preparation and analysis. Supervised, directed and supported an Administrative Department staff of 5 - responsible for accounting, contract administration, purchasing and secretarial support. Maintained and updated personnel files including wage and salary information, performance reviews, employment regulation compliance, payroll processing and employee benefit program administration.

 Developed **administrative infrastructure** to support company-wide growth.

 **Created jobs and system descriptions** through the design and documentation of accounting procedures.

 **Formalized and re-engineered procedures** to ensure compliance with complex government proposal submissions, awarded contract requirements, and government accounting requirements.

 Skillfully **negotiated bank line of credit increase** while reducing covenants.

 Developed various **supporting systems for monitoring accounts receivable and payable**.

**Jha Vora & Associates (Chartered Accountants) – Mumbai, India**

**Articleship**

Developed **audit plans**, evaluated **accounting operations**, and coordinated all fieldwork for clients. Prepared tax returns and conducted tax research for companies and individuals.

**Bansi S. Mehta & Co. (Chartered Accountants) – Mumbai, India**

**Articleship 1988-1990**

Performed a full spectrum of accounting functions including **audit testing for numerous financial accounts, tests of controls, evaluation and documentation of accounting systems.**

**EDUCATION**

 **C.P.A -Certified Public Accountant - USA - 2010**

 **F.C.A**. -Chartered Accountant (Fellow member) - ICAI, New Delhi, India- 1992

 **D.I.S.A.** -Diploma Information System Audit - ICAI, New Delhi, India- 2003

 **D.I.M.A.** -Diploma in Customs & Central Excise - Chennai, India

 **L.L.B.** -Law Graduate - Barkatullah University, Bhopal, M.P., India-2001

 **B.Com. -**Commerce Graduate -Bhopal University, Bhopal, M.P., India-1988

 Advanced Currency Trading course - Market Traders Institute, USA - 2010

**SPECIALIZED TRAINING**

 **Certified Quickbooks Pro Advisor – 2004, 2005, 2006, 2007 and 2008**

 Experience of accounting packages like ***QuickBook, Point of sales, Peachtree, Oracle Smartsuite, Quicken, Online QuickBook, Deltek.***

 Experience in ***Tax return*** preparation software using ***Proseries, Turbo tax, Lacert.***

**COMPUTER SKILLS**

 Worked on various operating systems **Windows XP, Windows Server 2003, Windows Server 2008**

 Excellent computer skills; proficient with **Microsoft Office, Foxpro, .net, HTML and QuickBooks**.

 Planning, designing, coding and implementing ***SOFTEX* -** a software for Excise, using Fox pro for Windows 2.6. It was successfully implemented in a few industries.

 Program designing, planning and testing of **Project Management** website. It has been successfully implemented and is being used by the clients.

**Reference:**

 On request