



NIMIT JAIN

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Statement of Purpose

To pursue a dynamic and challenging career with an organization of repute, which gives value addition to the organization as well as offers opportunity to enhance professional skills while getting a high level of satisfaction and recognition. In the long run, I would like to grow to a leadership position in an organization and make a meaningful contribution to the organization and society.

Professional Qualifications

Level	Institution	Year	Marks (%)
Final (Gr-II)	The Institute of Chartered Accountants of India (ICAI)	Nov, 2011	58.50
Final (Gr-I)		May, 2011	57.50
PCC		June ,2009	52.00
CPT		Aug, 2007	65.00

Level	Institution	Year	Marks (%)
Final (Gr-IV)	The Institute of Cost & Management Accountants of India (ICMAI)	Dec,2013	57.25
Final (Gr-III)		June,2013	61.00
Inter*		June, 2012	68.33*

*=All India Rank 9

Academic Qualifications

Examination	Board	Institution	Year	Marks (%)
B.Com (Honors)	Gauhati University	Gauhati Commerce College	2010	68.79
Higher Secondary	AHSEC	Gauhati Commerce College	2007	76.40
Matriculation	SEBA	Luit Valley High School	2005	75.00

Experience Details

4. G.Singhania & Associates (From 01.10.2007 to 31.03.2011)-3 Years 6 Months

Served as Senior Audit Assistant in G.Singhania & Associates, Chartered Accountants gaining exposure through various assignments like:

- Statutory Audit of companies and NGOs

- Internal and Management Audit of Companies and Partnership firms
- Tax Audit of Individuals, Partnership firms and Companies
- Income Tax matters for Individual Assesseees including tax planning, finalization of accounts, computation of total income and filing of income tax returns
- Sales Tax Audit from initiation to finalization & Report Preparation.
- Detailed checking of internal control procedures and reporting variances
- Carried out physical stock verification

3. McLeod Russel India Limited (From 01.10.2012 to 30.06.2017)-4 Years 9 Months

Served at McLeod Russel India Ltd, a Williamson Magors Group Enterprise as Senior Assistant Manager, Finance & Commercial, North & South Bank (Plant Location- Biswanath Charali & Margherita), Assam

MRIL is the world's largest tea manufacturer with more than 60 estates across the world of which 53 are in Assam.

Work Profile at MRIL

- Preparation & Scrutiny of Estimates.
- Visiting Estates all over South Bank, Assam to ensure and guide the Estates in correct accounting and following properly the standing instructions.
- Analysis of Expenditure & Variances and ensuring of the expenditure to be within the budget.
- Fixation of the raw material (GL) prices with discussion with the estate's manager and circle head having due regard to competitor's move.
- Ensuring of timely completion and submission of correct Monthly Accounts, Monthly Returns, Monthly MIS etc.
- Preparing & Reporting of Monthly & Quarterly Review.
- Review of various reconciliation statement e.g. BRS, Stock. DRS.
- Analysis of Debtors and Creditors-Ageing and setting of credit limit, overdue tracking, Balance Confirmation and freight reconciliation etc.
- Looking after the Local Sales, Private Placement and Annual Forward Contract.
- Meeting the various customers, POS and vendors to look into their issues, grievances and to ensure better transparency.
- Devising various Sales promotion schemes, discount schemes having regard to the targets and market conditions.
- Fortnightly meeting the sales team along with the Sales head to follow up on various issues as Debtor's Repayment, Monthly Overheads, Individual Sales target and their positions as on date etc.

2. North East Small Finance Bank Ltd (Erstwhile-RGVN Microfinance Ltd) (From 10.07.2017 to 14.01.2019) -1 Year 7 Months

Served as Head Accounting & Taxation at North East Small Finance Bank, a startup small finance bank with more than 150 branches across NE India and headquartered at Guwahati, Assam

RGVN, an NBFC had got in principle approval from RBI to open a small finance bank and the business of RGVN has converted to North East Small Finance Bank (NESFB) Ltd, one of its kind in North East India.

Work Profile at NESFB

- Assisted the finance team in implementing a new Core Banking System GL.
- Overseeing the accounting for monthly payroll of the Bank.
- Handling of Departmental Query, Scrutiny, Assessments, Appeals with various Direct & Indirect Taxes Authorities.
- Collating and Reconciling data for the purpose filing of GST Returns, TDS Returns, TDS Certificates etc.
- Collation & preparation of Notes to Accounts for preparation of Stand Alone & Consolidated Financials.
- Working with IT Team for implementation of ERP along with the parallel run of legacy system

- Leading the accounts team and ensuring that all the entries that goes into the system are correct and closely monitoring the sensitive GL's .
- Preparation and Checking of various SOP's like purchases & payables, capitalization of fixed assets.
- Ensuring correct and timely EOD process and establishment of Internal Controls for Operations.

1. Assam State Transport Corporation (From 11.03.2019 till date)

Presently serving as Accounts Officer (Purchase) in ASTC. ASTC offers public transportation facility across Northeast India ASTC is the lifeline of Transport Connectivity of the state as it operates buses even in the rural areas besides operation on highways and city roads.

Work Profile at ASTC

- Keeping track of entire purchases and recording of the same.
- Comparison of the purchases with estimates raising the red flag as and when required.
- Preparation of various MIS relating to purchases.
- Compilation of GST Input Data and TDS deduction both under CGST Act and I.T Act.
- Participating as a member of various committees like-tender opening committee, Business Development Committee, Committee for discussion of business opportunity with OIL and ONGC, Committee for discussion on revision of salary of contractual employees etc.
- Representing ASTC on various important matters to various authorities.

Computer Proficiency

- Conversant with use of MS Office applications, Microsoft Dynamics NAV, FIS Profile.
- Conversant with ERP Systems.

Activities / Achievements

- Secured State Rank-3 in Assam Finance Service Examination, 2019-20 conducted by Assam Public Service Commission.
- Successfully leading a team for Migration from Legacy to Microsoft Dynamics NAV-ERP
- Planning, Creating, Testing & Successfully deploying entire 'Budget Module' in ERP.
- Actively participated in sport activities such as cricket, athletics, relief camps, blood donation camps etc.

Personal Interests

- Watching movies and listening to music
- Reading novels
- Travelling

Personal Details

Date of Birth : 20th February 1988
Linguistic Proficiency : English & Hindi: Read, Write & Speak
 Assamese & Bengali: Read & Speak
Strengths : Dedicated, Innovative, Adaptive
Father's Name : Sri Subhash Jain
Marital Status : Married
Preferred Location : Anywhere in India

Date: 05/10/20
 Place: Guwahati

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