

Amit Wadhwa

✉ amitwadhwa1976@gmail.com

☎ +91-9810030155

Key Skills

Accounts Receivables Management

Billings and Collections

Budgeting/Variance Analysis

Financial Control

Auditing & Taxation

Reporting & Documentation

SAP Implementation

Liaison & Coordination

Payroll Management

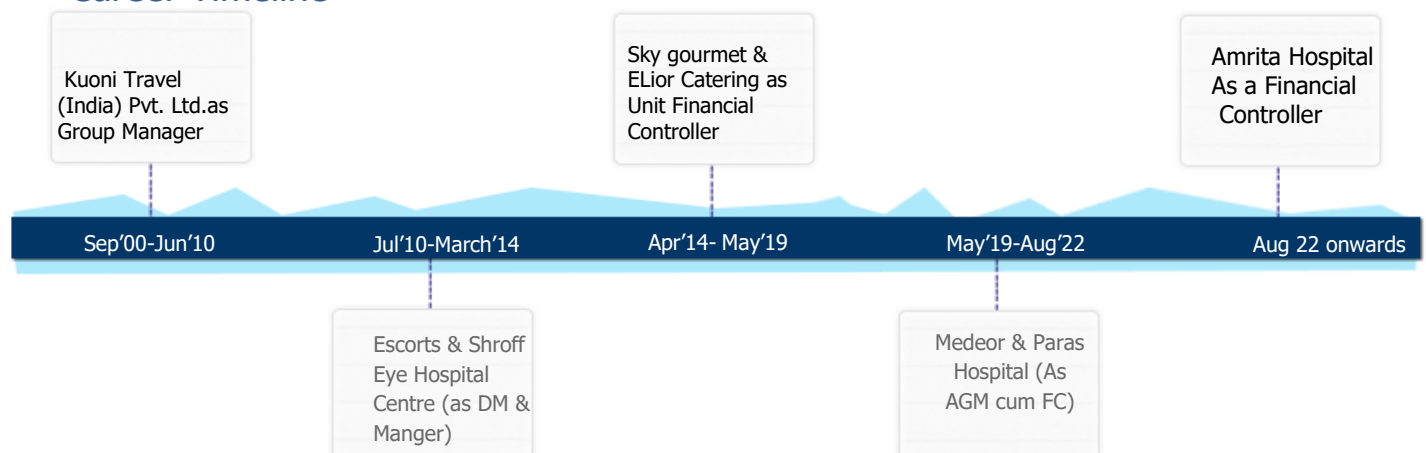
Scaling new heights of success with hard work & dedication and leaving a mark of excellence on each step; targeting senior level assignments in **Finance & Accounting** with a leading organization of repute, preferably across Delhi-NCR

Profile Summary

- **Executive MBA Professional** with **over 20 years** of experience in spearheading the entire Finance & Accounting Operations with consistent record of delivering performance in terms of **cost, growth, revenue & profitability**
- Skilled in managing activities for ensuring completion of **internal & statutory audits**; computing & arranging timely deposit of taxes & filing returns for timely completion of assessment and ensuring **statutory compliance**
- Won the **Best Employee Award (2 times)**
- Spearheaded **entire corporate financial controllership, governance, compliances & risk management, budget preparation**, strategic planning, taxation, forecasting and costing functions
- Possess hands-on expertise in SAP Implementation and preparing/reviewing reports such as Ageing Report, GL Grouping, Service Invoice, Purchase Order, Debit Note & Credit Note; successfully transferred the financial data from **Tally to SAP in the month of Jan'18** for Elior India Catering LLP
- Resourceful in establishing organizational reporting structure and proper job description for ensuring useful report generation for timely decision-making and **financial performance improvement**
- Hands-on expertise in preparation of Balance Sheet, P & L Accounts and Reconciliation Statements and experienced in coordinating with bankers and auditors as per their requirements
- Strong **problem-solving skills coupled with effective decision-making** for enabling effective solutions leading to high customer satisfaction and low operational costs



Career Timeline



Work Experience

From Aug'22 onwards with Amrita Hospital as Finance Controller

Key Result Areas:

- Ensuring the adherence of Group Policies and Procedures.
- Developed standard operating process manual for the function and business & conducting test checks to ensure adequacy & completeness
- Plan collection policies and processes and check its implementation.
- Responsible for the monthly close as well as maintenance of all accounting ledgers including monthly review of all account reconciliations and journal entries
- Supervision of the Payroll function for the group, including monthly payroll processing, driving employee engagement and end-to-end payroll deliverables
- Preparation & review of documents such as Services Invoices, Purchase Order, Debit note, Credit note etc
- Responsible for the monthly close as well as maintenance of all accounting ledgers including monthly review of all account reconciliations and journal entries.
- Assisted in implementation of accounting sub-module in integrated ERP Software linked with sales & other departments.
- Managing all processes related with Tally Implementation such as coordinating with the IT Team and preparing & reviewing Tally reports Like Ageing reports, GL grouping, Service Invoice, Purchase Order etc.
- Monitoring various operations such as Billing, Receivables & Collections along with analyzing the DSO Report Coordinating with the respective departments for submitting the invoices on a timely basis

Since Oct'20- Aug 22 with Paras Hospital, as Assistant General Manager

Key Result Areas:

- Review of monthly Flash & MIS Reports.
- Ensuring the adherence of Group Policies and Procedures
- Forecast cash flow position related borrowing needs and available funds for Investment
- Developed standard operating process manual for the function and business & conducting test checks to ensure adequacy & completeness
- Review of Budget & Actual based on reports back on monthly basis
- Provide timely explanation of Variance between actual result and forecast/ Budgets and provide corrective action recommendation to management
- Successfully finalize the budget activity for the FY 21-22 & 22-23
- Develop and manage collections and credit programs
- Plan collection policies and processes and check its implementation.
- Responsible for the monthly close as well as maintenance of all accounting ledgers including monthly review of all account reconciliations and journal entries
- Work with internal and external auditors during reviews and audits to ensure full cooperation from accounting staff and compliance with all qualified requests for Unit
- Supervision of the Payroll function for the group, including monthly payroll processing, driving employee engagement and end-to-end payroll deliverables
- Analysis on movement of Stock
- Review of Inter Company transactions
- Preparation & review of documents such as Services Invoices, Purchase Order, Debit note, Credit note etc
- Facilitate Internal & Statutory Audit
- Calculating Specialty wise profitability and providing group's financial results to management for further improvement conducting budgeting & variance analysis, forecasting cash flow positions related with borrowing needs and available funds for investment
- Analyzing commercial negotiations & contracts for procurement along with monitoring inter-company transactions

Highlights:

- Successfully transferred the financial data from HIS to NAV System (In house financial Package) successfully implement the SOC (Schedule of Charges) for Cash patients
- Developed financial controls that were successfully scaled as the company grew.
- Developed and implemented automated financial accounting systems that increased transparency reduced processingtime.

Since May' 19- Sep '20 with Medeor Hospital, Delhi as Financial Controller

Key Result Areas:

- Budgeting & Variance Analysis
- Review of Trial Balance & Ledger Scrutiny
- Preparation of Financial Statements along with related notes
Expenditure Budget & Variance Analysis
- Collection Account
Reconciliation Imprest
Account
- Work with internal & external auditors during review and audits to ensure Full Corporation from accounting staff and compliance with all qualified request for two units - Dwarka & Manaser
- Handle the vendor management system

Highlights:

- Successfully handle two Units
- Successfully manage at the time of fully Covid Hospital and share the report for respective stakeholders

ince Sep'17 to May'19 with Elior India Catering LLP, Bangalore as Group Financial ControllerKey

Result Areas:

- Managing all processes related with SAP Implementation such as coordinating with the SAP Team and preparing &
- Reviewing SAP reports like Ageing Report, GL Grouping, Service Invoice, Purchase Order, Debit Note & Credit Note Monitoring various operations such as Billing, Receivables & Collections along with analyzing the DSO Report Coordinating with the respective departments for submitting the invoices on a timely basis
- Calculating customer wise profitability and providing group's financial results to management for further improvement conducting budgeting & variance analysis, forecasting cash flow positions related with borrowing needs and available funds for investment
- Facilitating Statutory Audit & IFRS Audit and advising MD / Board on Financial, Tax and Regulatory Matters Supervising Payroll Function for the group, which includes monthly payroll processing, driving employee engagement and end-to-end payroll deliverables
- Analyzing commercial negotiations & contracts for procurement along with monitoring inter-company transactions Tracking movement of stock & liabilities and reviewing Trial Balance & Ledger Scrutiny
- Developing standard operating process manual for the function & business and conducting test checks to ensure adequacy & completeness

Highlights:

- Successfully transferred the financial data from Tally to SAP in the month of Jan'18
- Developed financial controls that were successfully scaled as the company grew.
- Developed and implemented automated financial accounting systems that increased transparency reduced processingtime.

Apr'14-Aug'17 with Skygourmet Catering Pvt. Ltd., Delhi as Unit Financial Controller

Highlights:

- Received the Best Employee Award in 2015-16
- Formulated & reviewed documents such as Service Invoice, Purchase Order, Debit Note & Credit Note under GST regime for GST Implementation
- Prepared annual Budget for all three units Delhi, Goa
- Chennai Spearheaded the AR Centralize Project for all India basis
- Controlled the ZBB Project and coordinated with the Singapore Team

Jan'12-Mar'14 with Dr. Shroff Charity Eye Hospital, Delhi as Finance Manager

Highlights:

- Maintained accounting ledgers and performed account reconciliation
- Conducted debtors and creditors balance reconciliation and age-wise analysis of debtors balances
- Managed preparation and online filing of the Income Tax and TDS Returns

Jul'10-Dec'11 with Escorts Hospital & Research Centre, Faridabad as Deputy Manager

Highlights:

- Mentored, trained & coached the Collections Team
- Organized regular target statistics and maintained team reports for senior management; reviewed budget vs actual based on report on monthly basis
- Formulated MIS Reports including Like Ageing Report, Cash Flow, Collection Report, TDS Report and Profit & Loss account with managing allocation of Expenses Report & DSO for monthly/quarterly review.
- Meeting regarding AR Developing monthly consumption reports and establishing internal accounting-control systems

Sep'00-Jun'10 with Kuoni Travel (India) Pvt. Ltd., Delhi as Group Manager

Highlights:

- Bagged Certificates of appreciation by Chief Financial officer (CFO) for streamlining the AR project
Received Best Employee Award in 2007-08
- Received letter and mementos for excellent performance in Financial Management
- Conducted monthly reconciliation of debtor accounts and monitored sales & outstanding statements controlled the Credit Cycle of the Company
- Performed various operations including external auditing, internal reporting, financial statement reporting & tax planning
- Assisted in implementation of accounting sub-module in integrated ERP Software linked with sales & other departments

Education

Executive master's in business administration from AIMT, Delhi in 2009
I C W A I (I) from ICWAI, Delhi in 1995
M.Com. from H. P University in 1997
B.Com. from Delhi University in 1993

Personal Details

Languages Known: English, Hindi and Punjabi

Address: Flat No. 52, Park View Apartment, Sector 12, Plot No. 16 Dwarka New Delhi -110076