PANKAJ MISHRA

+91-9811901293 |hr@vittkushal.com
Gurugram | Open to relocate

PROFESSIONAL SUMMARY

Finance & Accounts professional with 16+ years of experience in financial planning, budgeting, forecasting, taxation, and accounting operations. Strong expertise in Accounts Payable (AP), Accounts Receivable (AR), GST, TDS, MIS reporting, and audit coordination. Proven ability to manage end-to-end finance processes, vendor management, and compliance while ensuring operational efficiency and financial accuracy. Experienced in ERP systems including SAP, Tally, Zoho, and Busy.

CORE COMPETENCIES

- Financial Planning, Budgeting & Forecasting
- Accounts Payable & Receivable Management
- GST, TDS & Income Tax Compliance
- MIS Reporting & Financial Analysis
- Cash Flow & Fund Management
- Vendor & Client Relationship Management
- Audit & Compliance Coordination
- Import-Export Accounting & Documentation
- ERP Systems (SAP, Tally, Zoho, Busy)
- Team Coordination & Process Improvement

PROFESSIONAL EXPERIENCE

Imperial Fasteners Pvt. Ltd.

Sr. Accounts Manager | Apr 2025 – Present

- Managing end-to-end accounting operations including AP, AR, and taxation
- Handling TDS, GST, and income tax compliance and filings
- Managing vendor payments, reconciliation, and purchase-to-pay cycle
- Preparing MIS reports, SLA reports, and financial analysis
- Handling intercompany transactions and month-end closing activities
- Working on SAP for vendor management and invoice processing

---

Manish Kapoor & Associates (CA Firm)

Accountant | 2022 – 2025

- Managed accounts payable, invoice verification, and payment processing
- Handled GST, TDS data preparation and statutory compliance
- Maintained books of accounts and prepared MIS reports

- Coordinated with banks, auditors, and internal teams

Samkan Pvt. Ltd.

Manager – Finance & Accounts | 2016 – 2021

- Managed end-to-end finance operations including AP, AR, and taxation
- Handled budgeting, forecasting, and financial reporting
- Managed vendor payments, receivables, and reconciliations
- Assisted in import documentation and compliance

Earlier Experience (2009 – 2016)

- Worked in accounting roles handling bookkeeping, reconciliation, and compliance
- Gained exposure to financial reporting and ERP systems

KEY ACHIEVEMENTS

- Managed complete AP/AR lifecycle ensuring timely payments and collections
- Improved reconciliation accuracy and reduced outstanding discrepancies
- Strengthened compliance processes for GST and TDS filings
- Successfully handled audit queries with zero carry-forward issues

---

EDUCATION

- B.Com (Finance) – IGNOU
- PG Diploma in Computer Application

TECHNICAL SKILLS

- SAP, Tally ERP, Zoho, Busy
- MS Excel (Advanced), MS Office