

Ramesh Bansal

Senior Accountant

Ludhiana, Punjab · [Phone] · [Email] · [Website or LinkedIn]

PROFESSIONAL SUMMARY

Accountant with ten years of experience in manufacturing companies, handling the full cycle from purchase entries to finalisation of accounts with the auditors. Manages payables, receivables, GST and TDS compliance, payroll inputs, stock valuation and monthly MIS. Currently leads a team of three in a bicycle parts manufacturer using SAP Business One alongside Tally.

SKILLS

Month-end closing · Accounts payable and receivable · GST returns and reconciliation · TDS returns · Payroll, PF and ESI inputs · Inventory valuation · Audit support · MIS reports · SAP Business One and Tally Prime · Team supervision

EXPERIENCE

Senior Accountant — Bicycle components manufacturer with export sales, Ludhiana

5 years · current

- Close the books every month within five working days, including accruals, depreciation and stock adjustments.
- Reconcile GST input credit with GSTR-2B monthly and recovered credits that suppliers had not uploaded on time.
- Manage payables for about 300 vendors, scheduling payments by due date and MSME limits.
- Prepare monthly MIS on sales, margins and debtor ageing for the directors.
- Coordinate statutory and tax audits, preparing schedules and answering auditor queries.

Accountant — Hosiery and knitwear manufacturing unit, Ludhiana

4 years

- Maintained sales, purchase and job-work records in Tally and reconciled dealer ledgers every quarter.
- Processed monthly payroll inputs for 180 workers, including overtime, PF and ESI deductions.
- Cut debtor days by sending statements and reminders to dealers before each festive season.

Accounts Assistant — Auto parts trading firm, Jalandhar

1 year

- Posted daily cash and bank entries and handled petty cash with voucher approvals.
- Prepared e-way bills and GST invoices for interstate dispatches.

EDUCATION

M.Com — State university, Ludhiana

B.Com — Commerce college affiliated to a state university, Ludhiana

CERTIFICATIONS AND REGISTRATIONS

- Certificate in SAP Business One Financials, training partner
- Diploma in Taxation Laws, university evening course

PROJECTS

- Vendor master clean-up — removed duplicate vendors and fixed PAN and GSTIN errors, reducing TDS mismatches
- Debtor ageing dashboard — built an Excel report that directors now review every Monday

LANGUAGES

Punjabi · Hindi · English