

ASHUTOSH SINGH

Address: 3357, Sector–E, Sudama Nagar, Indore–452009, Madhya Pradesh | Mobile: +91 8103873772 / 8839092415

Email: ashutoshsiiingh@gmail.com | LinkedIn: www.linkedin.com/in/ashutoshsiiingh/

CAREER OBJECTIVE

Finance & Accounts professional with 6+ years of experience in Accounts Payable & Receivable, General Ledger, Reconciliation, and Financial Reporting. Proficient in ERP systems, MIS reporting, and statutory compliance (GST, TDS, VAT). Seeking to leverage expertise in accounting operations, cost control, and process optimization to contribute to a growth-oriented organization.

EDUCATION

SRM Institute Of Science And Technology Master of Commerce

Chennai, India
2021 - 2023

- Financial Management, Corporate Law, Derivative Management, Risk Management, Event Marketing, Tax Planning, Business Research, Security Analysis And Portfolio Management, Advanced Cost And Management Accounting
- CGPA – 8.06
- Analysis of Working Capital Management in L&T IDPL.

IPS ACADEMY – DEVI AHILYA VISHWAVIDYALAYA Bachelor of Commerce (Honors)

Indore, India
2016 - 2019

- Financial Accounting, Management Accounting, Corporate Accounting, Income Tax, Indirect Tax, GST, MIS & DBMS, Computer Application, Macroeconomics & Microeconomics, E-Commerce, Applied Mathematics, Auditing, Corporate Law, Business Statistics, Foreign Trade.
- Percentage 69.73%
- Projects on impact of GST on small businesses (2018), Financial budgets and LIFO & FIFO management, General Ledger reconciliation, Company Dissolution.

ILVA HIGHER SECONDERY SCHOOL (CBSE) Intermediate in Commerce

Indore, India
2014 - 2016

- Economics, Business Studies, Accountancy, Physical Education.
- Percentage 72.60%
- Preparation of Financial Statement on Force Motor. Business analysis of Golden Treat Hotels Indore and suggestion for corrective actions.

PROFESSIONAL EXPERIENCE

Zetwerk Manufacturing Pvt. Limited (Energy Transition BU) Finance & Accounts (Lead Accounts & Admin)

Bengaluru, India
October 2025 – Present

Project Name: Regional Office

Contract Value – INR 1980 Cr.

- Issued Letters of Credit (LC) to vendors and suppliers through banking operations.
- Maintained and reconciled vendor and supplier ledgers.
- Recorded sales and bank transactions in OMS, ZINTO.
- Performed bank reconciliations and managed Accounts Receivable (A/R).
- Handled Accounts Payable (A/P) and end-to-end bookkeeping activities.
- Processed vendor billing, payments, cash payouts, and statement reconciliations.
- Executed project costing by reconciling ACE (Accepted Cost Estimate) with actual costs for materials, labour, and overheads.
- Scrutinized and processed sub-contractor invoices as per work order terms and applicable GST and TDS regulations.
- Scrutinized and processed vendor invoices in line with purchase orders and statutory taxation requirements.
- Issued work orders to sub-contractors and purchase orders to vendors as per financial terms and conditions.
- Processed all types of bank and cash payment vouchers for daily site expenses.
- Conducted material reconciliation material received at site vs issued to sub-contractors vs store balance.
- Processed supplier and sub-contractor invoices through all approval and payment stages.
- Reconciled PF and ESI for sub-contractor labour, including verification of deposits against recoveries from bills.
- Provided financial support to the technical team for preparation of sub-contractor item rates.
- Reconciled client invoicing data, including billed amounts, payments received, and outstanding balances.
- Created vendor and sub-contractor codes at project sites for onboarding new suppliers.

- Onboarding of contractors on OMS as well as on VFS, Invoice Mart, M1 exchange etc. platforms to MSME registered vendors.
- Supported Project Finance Heads with timely financial inputs to enable smooth project execution.
- Liaised with various government authorities to obtain statutory clearances and certifications from the Police Department, Labour Office, Collectorate, Electricity Department, Water Authority, Railways, and Road Authorities for smooth project execution.
- Coordinated and managed guest house facilities for staff and workmen to enable smooth project operations.

**LARSEN & TOUBRO SAUDIA ARABIA LLC (RENEW IC)
Finance & Accounts (Assistant Officer Accounts)**

Tabuk, Saudi Arabia
April 2023 – August 2025

Project Name: NEOM Green Hydrogen Project - Wind BOP (Air Products)

Contract Value – USD 880 Million

- Managed Accounts Payable, Accounts Receivable, Financial Reporting, Job Costing, and ERP system operations.
- Performed vendor VAT reconciliation with ITC confirmation, utilization, and compliance communication.
- Prepared VAT Input & Output data for accurate and timely ZATCA filing.
- Handled preparation of invoices, credit notes, and debit notes.
- Conducted supplier reconciliation, SCM coordination, and payment handling.
- Processed and monitored Bank Guarantees (BG/PBG) including creation, realization, extension, reduction, cancellation, and SWIFT confirmation.
- Delivered MIS reports, financial forecasts, and variance analysis to management.
- Managed client billing and certification of completed works for accurate revenue recognition.
- Performed monthly Ledger vs. Cost reconciliation and corrective actions.
- Prepared payroll inputs for 853 staff and 3,021 workmen, ensuring accurate salary processing.
- Compiled vendor and subcontractor ageing reports for payment prioritization.
- Executed journal vouchers, government payments, bank entries, and miscellaneous invoices.
- Processed Tele-Transfers (T/T), SADAD and import finance payments amounting to SAR 865 million.
- Administered Letters of Credit (LCs) across banks with reporting and refinancing worth SAR 1,021 million.
- Prepared daily bank balances, cash flow reports, and performed reconciliations.
- Conducted root cause analysis on vendor payments and negotiated extension of payment terms from 30 to 45 days.
- Managed prepaid rent entries and statements for bachelor and family accommodations.
- Performed Indirect Cost Reconciliation and Estimate-to-Complete (ETC) analysis for project cost control.
- Supported month-end closing activities including vendor suspense clearing, depreciation allocation, and prepaid rent deposit allocation.
- Assisted in Withholding Tax and Zakat filing, and prepared Profit & Loss statements for Head Office Finance team.
- Processed advance payments, bank payment entries, and reconciled vendor and client Statements of Accounts (SOA).
- Managed end-to-end KSA GAMCA visa processing for 3,021 workmen various nationality, including IQAMA medical coordination, IQAMA issuance, QIWA, GOSI & renewals, and all related payment arrangements.
- Oversaw TSF camp & Guest House management for workmen and staff, coordinating with clients to ensure adherence to IFC compliance standards.
- Oversaw comprehensive site administration and TSF camp management operations.
- Managed end-to-end KSA statutory compliance for outsourced manpower, ensuring IQAMA validity, QIWA alignment, and GOSI compliance for hourly subcontractors.
- Coordinated workmen and staff transportation, including driver license validity checks and IQAMA verification.

**LARSEN & TOUBRO LIMITED (PT&D IC)
Accounts Supervisor**

Ahmedabad, India
April 2020 – March 2023

Office Posting: Ahmedabad Regional Office

Project Name: Lakadia Banaskantha Transco Limited (Adani) – Ahmedabad, Gujarat

Project Contract Value – INR 800 Cr.

- Accounts Payable, Accounts Receivable, Financial Reporting, ERP Systems, Job costing.
- Vendors GST Reconciliation with GSTR2A and GSTR3B for ITC confirmation and utilization. And communication if vendor found defaulter in their compliances.
- Preparation of invoice wise input & output data pertaining to project execution for GST filling in the portal on quarterly basis.

- Handling of JV's Entries and Rectification Entries in the portal.
- Responsible for Month/Quarterly end closing.
- Rent agreements preparation as per site requirements.
- TDS Reconciliation with 26AS & Invoice for timely credit in our book of accounts.
- Credit Note / Debit Note for excess / shortage off supplies and services.
- Cost versus Ledger reconciliation on monthly basis of the project.
- Purchase Order & Workorder creation for regional office and project sites.
- Preparation & Review-Cost Analysis, Variance analysis.
- Monthly Reports - Project Valuation Report, Cost Control, Indirect Cost, Sales Over Invoice etc.
- Estimation/Preparation of Cash Flow, Expense and Estimated Cost plans.
- Invoice and E – Waybill preparation for shipment of goods & services.
- Collection accounts in our books of accounts with proper reconciliation.
- TCS Reconciliation with invoices submission.
- Analyze tax liabilities and sales data to derive actionable insights for management review.
- Train 03 nos staff in invoicing and taxation processes to uphold standard practices.
- Maintain organized documentation for all tax filings, correspondence, and invoicing activities by corporate policy.
- Assist in preparing financial reports related to sales, taxation, and accounts.
- Vendor reconciliation pertaining to vendor work done throughout the month in the project.
- Insurance request submission and timely allocation as per project requirement.

LARSEN & TOUBRO LIMITED – PT&D IC

Mumbai, India

Graduate Commercial Trainee – GCT

June 2019 – April 2020

Project Name : JUSNL State Fund / World Bank (Substation) Project – Ranchi, Jharkhand

Project Contract Value – INR 180 Cr.

Accounts & Finance

- Processed vendor invoices, reconciliations, and payments in compliance with company policies.
- Assisted in budgeting, cost control, and project financial reporting (MIS, variance, cash flow).
- Prepared and booked bank vouchers, cash vouchers, invoice statements, and ledger reconciliations.
- Monitored fund allocation, cost consumption, invoice ageing, and followed up with clients for collections.
- Generated ad-hoc reports (DPR, MPR, Executive Audit) and ensured vendor statutory compliance.
- Prepared vendor measurements and bills in ERP portal against completed work.

Administration & Time Office

- Managed contracts, agreements, and project documentation for compliance and audit readiness.
- Coordinated attendance, payroll support, and staff deployment across project site.
- Handled approvals, correspondence, and vendor communication for smooth operations.
- Supported site administration activities including vehicle running management and logistics.

Stores & Inventory

- Verified material receipts, issues, and stock registers with accuracy.
- Maintained inventory reconciliation reports and monitored stock levels.
- Coordinated with procurement and site teams for timely supply of materials.
- Assisted in monthly stock audits and reporting at project sites.

SKILLS

Languages: English (Fluent), Hindi (Native), Arabic (Understand)

Computer Skills: Advanced MS Excel (Macros & VBA), SAP ERP, Tally ERP 9, Power BI, Office 365, Google Sheets, Docs, Slides, Drive, Slack, Adobe Photoshop, Lightroom, IT Support Skills