



# MOHIT VATS

## SENIOR ACCOUNTANT AND AUDITOR

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## OBJECTIVE

To be a hardworking person and to apply my knowledge and skill in the assigned work area with focus on overall success of the organization and thereby using the opportunity to add value to the organization and also to myself.

## SKILLS

- 1- Strategic Planning
- 2- MIS Reporting.
- 3- Financials Statement
- 4- Income Tax, Tax Filings
- 5- Finalization of books of accounts.
- 6- Process Improvement.
- 7- Knowledge of **QuickBooks, SAP, Blackline reconciliation and Tally ERP**
- 8- Manage accounting operations for US, UK, Europe and Japanese clients.
- 9- US Payroll Forms W2 and 1099 preparation.
- 10- US taxation for Salaried Person
- 11- **Gusto Payroll**

## EXPERIENCE

### DEPUTY MANAGER FINANCE • FOCUS DISTRIBUTION LLC LAS VEGAS USA • JAN 2022 TO PRESENT

- Provide documentation for the purpose of supporting all financial transactions
- Preparing monthly management financial reports. Proficient in **QuickBooks online** and advanced Excel.
- Prepare bank reconciliation reports regarding all cash deposits to the bank(s)
- Assist auditors – internal and external – with documentation required for the auditors to do their job satisfactorily
- Perform the reconciliation and verification of accounts regarding cash at hand and cash at bank
- Posting **payroll** entries for accruals and payments for gross salary, professional tax, Withheld tax Etc.
- Have experience running the payroll on the Gusto Portal for payroll.
- Prepared the W2 and 1099 Forms for Employees and contractors based in US.
- Have prepared the Withheld tax reports for the employees.
- Hands on experience of recognize revenue as per IFRS 15 regulations.
- Maintain required files, reports, and data

### SENIOR ACCOUNTANT • GMO GLOBALSIGN CERTIFICATE SERVICES INDIA PVT LTD • OCT 2019 – JAN 2022

- Preparing monthly management financial reports. Proficient in **QuickBooks online** and advanced Excel.
- Handled all the **fixed asset** entries including capitalization of assets, depreciation etc.
- Computation of **GST payable** for the Period as per the Interstate and Intrastate sales for the period.



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## PROFESSIONAL ACHIEVEMENT

2 times Communication Quiz  
winner  
3 times Accounting Quiz  
winner  
Got the Promotion in Wipro to  
senior accountant

## EDUCATION

### Master of commerce- 2010

CCS University Meerut

### Bachelor of Commerce – 2008

CCS University Meerut

### Senior Secondary school -2005

S.D, inter college Muzaffarnagar

### Higher Secondary school -2003

Geeta Ashram High School  
Muzaffarnagar

- Preparing monthly and fiscal year closing and posting the journal entries for accrual and prepaid.
- Booking the **Vendor Invoices** for the Fixed and variable costs incurred and Posting the Payment entries as per the bank statements.
- Computation of **General Manager Bonus** to be accrued as per the sales target achieved for the period.
- Computation of **Gratuity** and **Leave encashment** and posted the entries in the system.
- Leading the Finance and accounts dept. And leading the team at of 5 people with AP AR and GL
- Reconcile the **Suspense Payment and receipts** and record the necessary Entries.
- Analysis of **Vendor debit balances** and transfer the balance in the temporary GL.
- Completed monthly reconciliations including all bank accounts and accrual accounts.
- Computed the **Income Tax Accrual** with **Deferred Tax Asset** and **Deferred Tax Liabilities** and posted the entries in System
- Presentation of financial statement to the GM and VP to discuss the company performance during the period and making the future planning according to the reports.
- Oversee the monthly revenue accounting close process including analyzing and approving journal entries, reconciliations and analysis and Managing the Deferred revenue accounts for various customers.
- Booking the Provision for bad debts as per the Ageing of the customer balances and reconcile the balance in the balance sheet



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- Prepared **Direct Cost Variance analysis** and measure of difference between the actual cost of direct labor and the standard cost of direct labor utilized during a period.

### SENIOR ACCOUNTANT • GENPACT INDIA PVT LTD • FEB 2018 – OCT 2019

- Worked in record to report process for **Mondelez International**.
- Preparing monthly management financial reports. Proficient in **SAP** and advanced Excel.
- Preparation of payroll and all other reconciliations in “**Blackline**” after the month end closing of books
- Posting payroll entries for accruals and payments for gross salary, professional tax, Provident fund pensions etc.
- Maintaining payroll information by collecting, calculating, and entering data.
- Responsible for correcting discrepancies and explaining monthly differences in account analysis and reconciliation.
- Posting **payroll** entries for accruals and payments for gross salary, professional tax, Provident fund pensions etc.
- Hands on experience in RAR module in line with IFRS 15 regulations.
- Designed the system based on the business model and IFRS15 requirements- POC (percentage of completion), Event and Time-based scenarios.
- Good communication skills to understand the requirement and training the users on the RAR postings.



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### ACCOUNT OFFICER • WIPRO INDIA PVT LTD • JUL 2016 – FEB 2018

- Worked with Levi's R2R Team
- Preparing monthly management financial reports. Proficient in **SAP** and advanced Excel.
- Posting the foreign exchange revaluation entries at the month end.
- Posting the cash items to the respective GL as per the instructions received.
- Preparation of reconciliations in "**Blackline**" after the month end closing of books.
- Trained the new hired employees for the team about the process.
- Posting the journal entries for accruals and prepaid at the month end.
- Hands on experience in RAR module in line with IFRS 15 regulations.
- Designed the system based on the business model and IFRS15 requirements- POC (percentage of completion), Event and Time-based scenarios.
- Good communication skills to understand the requirement and training the users on the RAR postings.



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## PERSONAL DETAILS

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Date of Birth-	24-Sep-1988
Father's name-	Shri. Rajendra Kumar
Mother's Name-	Smt. Kusum Lata
Marital Status-	Married
Languages Known-	Hindi and English
Hobbies and Interest-	Playing & Watching Cricket, Watching Movies, Listening Music