

# Amit Garg

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## CAREER OBJECTIVE:

To succeed in an organization this will grant me the opportunity to exploit my analytical aptitude and learning attitude.

To excel as a dynamic team performer and to make my presence felt in the professional commune.

To remain a value added resource to self, organization, society and world at large.

## STRENGTH:

Strong inter-personal management skill, accountability, adaptability, committed, calm and Cheerful disposition.

Work in advance Excel, MS Access, Power-point etc. to achieve the desired results in reporting, analysis and preparation of Management presentations.

## PROFESSIONAL EXPERIENCE:

### ✓ 22<sup>nd</sup> Nov'13 - To- till date

#### Tata Teleservices Ltd, Upper North

Tata Teleservices Limited, a part of TATA Group and NTT Docommo, is a leading Telecom Player. TTSL provides a range of telecom services, which include Cellular, Fixed Line, Broadband and National & International Long Distance.

Designation: Sr Manager, Business Planning & Reporting Head (Lead Tarrif & Reporting).

1. Analysis of daily BFA numbers (CWNs) report containing key performance indicators (KPIs) providing ongoing performance analysis of all critical functions..
2. Monthly Flash & Forecasting activity
3. Monthly Analysis of P&L actual with previous period, Forecast and AOP along with reasons for the same.
4. Cluster-wise and Site-wise profitability.
5. Preparation of acquisition tracker for analyzing quality of same.
6. Analysis of monthly revenue.
7. Pre Launch Product Validation: Pricing and positioning of various new products/offers
8. Post Launch Product Validation: Pricing /positioning and profitability of the existing products
9. Preparing Various Pricing Strategies for existing and new products to counter competition products.
10. Preparation of annual Budget.
11. Preparation of presentations for reviews and helping COO with day to day analysis for managing circles.
12. Evaluation and approval of new sites Capex with expected Payback of same.

### ✓ 13<sup>th</sup> Oct'11- To- 21<sup>st</sup> Nov'13

#### MTS INDIA Ltd, North & East Region

MTS India Limited, a part of Systema Shyam Telecom Ltd, is a leading Telecom Player. MTS provides a range of telecom services, which include Cellular, Fixed Line, Broadband and National & International Long Distance.

Designation: Lead, Business Planning & Reporting Head, Additional responsibility of EA to RCOO.

1. Analysis of daily closely watched numbers (CWNs) report containing key performance indicators (KPIs) providing ongoing performance analysis of all critical functions..
2. Monthly Analysis of Variances Report (MOR) containing variance analysis of Monthly P&L & BS with previous period along with reasons for the same.
3. Cluster-wise profitability.
4. Preparation of acquisition tracker for analyzing quality along with payback period of new customers acquired.
5. Analysis of monthly revenue.
6. Non CTC claim & vendor accounting for North & East Region expenses.
7. SAC on new acquisition expense controlling, along with monthly approval of SAC.
8. Monthly analysis of variances between Actuals, AOP & Forecast
9. Support in preparation of Budget.
10. Controlling & ensuring the expense are within Budget limit through PR approval
11. Work in SAP FICCO module
12. Preparation of presentations for Regional COO reviews and helping him with day to day analysis for managing circles.

✓ **30<sup>th</sup> Oct'08- To – 11<sup>th</sup> Oct'11**

### **Bharti Airtel LTD, HPHP**

#### **Bharti Airtel LTD, Upper North Circle**

Bharti Airtel Limited, a part of Bharti Enterprises, is a leading Telecom Player. BAL provides a range of telecom services, which include Cellular, Fixed Line, Broadband and National & International Long Distance.

Designation: Manager, DSS (Decision Support System) & Business Planning & Reporting Head

- 1 Consumer Behavior Analysis for better segmented promotional offers
- 2 Pre Launch Product Validation: Pricing and positioning of various new products/offers
- 3 Post Launch Product Validation: Pricing /positioning and profitability of the existing products
- 4 Preparing Various Pricing Strategies for existing and new products to counter competition products
- 5 Working in close coordination with IT for various automation of reports for pricing
- 6 Work with marketing to introduce products to enhance revenue from the existing Subscribers
- 7 Preparation of daily closely watched numbers (CWNs) report containing key performance indicators (KPIs) providing ongoing performance analysis of all critical functions..
- 8 Preparing Monthly Analysis of Variances Report (ANOVA) containing variance analysis of Monthly, quarterly & yearly P&L & BS with previous period along with reasons for the same. Variance analysis of forecast with actual is also prepared in this report along with Rate Volume Analysis.
- 9 Preparing monthly Zonal Management Accounting & Appraisal Report (MAPA) containing important business related KPIs and monthly business highlights for all the zones separately.
- 10 Preparing monthly REC analysis containing detailed analysis of prepaid revenue earning subscribers w.r.t. to loss of old REC and Gain of new REC subscribers.
- 11 Preparing monthly CAPEX Schedule explaining monthly increase in assets in various categories.

12 Preparation of MTC report which helps management to track subscribers share in comparison to competition at district level and thus take corrective action timely.

Designation: Assistant Manager, GL Reporting & Analysis Head

1. Leading the GL Reporting team and responsible for monthly preparation and timely submission of closing activities (such as Financial Pack, Tax Pack, Additional info, DTR's etc.)
2. Trial Balance review and closure.
3. Liaisoning with Statutory Auditors & Internal Auditors for the closure of Audit.
4. Preparation of Monthly & Quarterly presentation for CEO & RC reviews of FR Team.
5. Monthly preparation of SVCCL along with backups for PFO & CEO certification.
6. Monthly revenue booking & analysis

✓ **24<sup>th</sup> Mar'08 – To – 26<sup>th</sup> Oct'08**

**Headstrong, Noida. (One of the Leading IT Consultancy and Software Co.)**

Designation: Senior Executive, Corporate Finance (MIS, Financial Planning & Analysis).

1. Leading the MIS reporting team and responsible for MIS reporting for Global Finance.
2. Preparation and structuring of various monthly and quarterly reports. Such as revenue, project margin, cash summary, AR report, employees' utilization, headcount, attrition, bench reports etc.
3. Preparation of various analytical reports and help in Budgeting. Monthly, Quarterly & Yearly trend analysis.
4. Working on Oracle discoverer for the generation of various reports.

✓ **10<sup>th</sup> Apr'06 – To – 21<sup>st</sup> Mar'08**

**GENPACT (formerly GE Capital International Services), Gurgaon.**

(The largest Business Services & Technology Solutions Co. in India.)

Designation: **Assistant Manager, Operations (FP&A), Finance & Accounts.**

1. Managed financial and accounting data, maintaining accuracy, timeliness & quality at work.
2. Preparation and Structuring of various monthly and quarterly reports, quarterly presentations and analysis for Budget Planning Sessions.
3. Working knowledge in ORACLE 11i Financial application system and Oracle 3.1 discoverer.
4. Analyzing the variances between reporting periods and explaining the same & constant implementation of improved techniques and solutions into the routine activities.
5. Regular interaction with global customers. Working along with them and got frequent appreciation on the work done.
6. Cross-trained and mentor the new member joining the team. Showed enthusiasm handling new responsibilities in the team.

✓ **30<sup>th</sup> Jul'04 To 10<sup>th</sup> Mar'06**

**J R GARG & ASSOCIATES**

Designation: **Paid Assistant**

✓ 30<sup>th</sup> Jul'01 To 29<sup>th</sup> Jul'04

### J R GARG & ASSOCIATES

Designation: Article Trainee

1. Carried out audits of various concerns including:
  - Internal audits & finalization of various private and public limited companies, firms.
  - Statutory audits, concurrent audits, regular inspections and stock inspections of various public sector banks.
2. Working knowledge of Income tax, Excise, Service tax.
3. Also did analysis and prepared some financial reports
4. Key Clients handled: Jindal Cotex Pvt. Ltd., Prime Motors Pvt. Ltd., Singla Construction Co. and Varindra Construction Pvt. Ltd.

### ACADEMICS:

#### CHARTERED ACCOUNTANCY

ATTEMPT	EXAMINATION	MARKS
NOV-2005	FINAL	53%
NOV— 2003	PE-II	56%
MAY-2001	FOUNDATION	51%

#### GRADUATION & SECONDARY STUDIES

EXAMINATION	UNIVERSITY / BOARD	YEAR OF PASSING	MARKS
B.COM.	PUNJABI UNIVERSITY	2003	71%
SENIOR SECONDARY	PUNJAB BOARD	2000	70%
MATRICULATION	C.B.S.E	1998	70%

### ACHIEVEMENTS:

- Award for completion of AOP activity within time in TTSL
- Awarded Silver Team award in ECF for preparation of new reports to help management track business more efficiently.
- Awarded Gold, Silver and Bronze award by the higher authorities for working efficiently continuously.
- Awarded Customer Service Excellent Award from the customer.
- Completed Lean Training and submitted Lean Ideas to improve the working in process.
- Achieved 14<sup>th</sup> position in B.Com. in Punjabi University, Patiala.
- Also was a Merit Holder in B.Com.I. in Punjabi University, Patiala.

**PERSONAL INFORMATION SHEET:**

**FATHER** : Sh. SUKHCHAIN RAI GARG  
Retd. Principal Govt. Rajindra College, Bathinda.

**MOTHER** : Smt. SATYA GARG  
Principal, Sr Sec School, Tungwali, Bathinda

**Wife** : Rajni Garg  
Housewife

**DOB** : 21<sup>st</sup> November, 1982.

**MARITAL STATUS** : Married

**PERMANENT ADDRESS** : #5242,  
Street No. 1,  
Malviya Nagar, Bathinda

**COMPUTER SKILLS** : Working knowledge of Oracle & SAP. Well versed in MS Word, MS Excel, MS Access & Power Point. Also passed Certificate in Computing from IGNOU scoring 72% marks in 2001.

**LANGUAGES KNOWN** : English, Hindi and Punjabi.

**INTERESTS** : Listening Music, Traveling, Group discussion and Making friends.

**PASSPORT** : Yes.