**LEENA J. AMICHANDWALA**

Please provide photo

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**ACCOMPLISHED FINANCE PROFESSIONAL**

**Finance & Accounts ● Taxation ● Accounts Payables & Receivables.**

*Proven track record of successfully employing best business practices that improve efficiency, reduce operating costs whilst increasing performance in tight time scales and within budgets*

 **PROFILE SUMMARY**

* Versatile, accomplished and result oriented professional with **nearly 20 years** of experience in **Finance**&**Accounts, Statutory Compliances, Tax Planning & Assessment, Budgeting & Costing and Internal Control**
* Experience in managing financial functions in co-ordination with Banks and Financial Institutions for smooth operations
* Skilled in handling accounting operations in compliance to the rules/regulation laid by governing bodies
* Expert in financial management, auditing, taxation, financial planning and analysis of company’s financial status, etc.
* Experience in securitizing statutory books of accounts, reconciliations as per the standards with in-depth knowledge of auditing procedures and ensuring compliance to statutory rules & regulations
* Ability to supervise the finalization of financial accounting, receivables & payables management, preparing ledger books, bank reconciliation statements and finalization of accounts
* An effective communicator with excellent interpersonal, problem solving and analytical skills

**CORE COMPETENCIES**

* Planning & managing activities to ensure completion of internal, statutory and tax audits within the time frame
* Determining financial objectives and preparing & implementing systems, policies & procedures to facilitate internal financial control in the areas of pricing, credit and collection
* Taking adequate measures; monitoring the inward & outward flow of funds/cash, ensuring optimum utilization of available funds
* Conducting variance analysis to determine difference between projected figures and actual expenditure
* Handling accounting activities such as preparing cash flow & fund flow statements and scrutiny of ledger accounts such as debtors, creditors & others

**ORGANISATIONAL EXPERIENCE**

 **Since April 2005 with Zydus (Cadila) Healthcare Ltd. – Biochem Division Mumbai as Senior Executive Finance (Wholly owned subsidiary of Cadila Healthcare Ltd.)**

**Feb’02 - Dec’04 with D. L. Shah, Tax Consultant, Mumbai as Tax & Accounts Assistant**

**May’00 - Dec’01 with Kamath&Maheshwari – Chartered Accountants, Mumbai as Audit Assistant**

**Key Result Areas:**

* Monitoring preparation of actual monthly accounts and comparing the same with Management Plan, Forecast and previous year figures along with variance analysis
* Handling expenses analysis & comparing the same with management plan
* Overseeing financial statements including trial balance, bank reconciliation reports, profit & loss account, accounts payables & receivables & balance sheets and consolidating reports in compliance with time & accuracy norms
* Assuring that all key business drivers are correctly captured and all income/expenses at the end of the month are accounted for properly viz. admin. bills, project bills, revenue, other expenses and provisions
* Preparing plans and ensuring timely assessment. Filing of direct tax , service tax returns. Helping junior staff in TDS, sales tax, service tax, Excise, VAT compliance.
* Examining preparation of statutory books of accounts, bank reconciliation, party reconciliation and consolidated reports in compliance with time & accuracy norms.
* Coordinating with Consultant for Income-tax scrutiny matters. Preparation of various statements for Income - Tax Assessment, Income Tax Audit and compilation of documents and information for Form 3CD.
* Attending to internal audit; evaluating the internal control systems with a view to highlight shortcomings & implementing recommendations made by Internal Auditors
* Compiling annual budgeting for OPEX/CAPEX related expenses and periodic variance analysis & control of actual expense; measuring expenses against KPI fixed at the time Annual Budgeting to fix up savings amount quarterly
* Drafting various ledgers and reconciliation statements viz. sales, cash, stock, debtors, etc., for analysing the accuracy of books of accounts
* Presenting financial accounts to the Audit Committee and Board

**Achievements:**

* Improved accounting of CENVAT credit system of the company with proper reconciliation of service-tax, pending credit & proper updating of service tax as per rules pass on (ISD Invoice) credit worth Rs.50 Lacs for bills related to 10-11 to 12-13 resulted in non payment of PLA in excise instead of paying every month
* Streamlined service-tax work with monthly reconciliation of credit available vis a vis credit taken
* Gained control over factory for timely credit of direct factory related bills & also passed on By HO resulting in either non-payment or minimum payment of excise duty
* Implemented ERP- Financial Accounting module enhancement whereby from trial balance, annual accounts viz balance sheet, statement of profit & loss along with related notes (as required by Schedule III of the Companies Act 2013) arrive without manually feeding data from trial balance by applying features available in Microsoft excel resulted in saving of time & efforts as management requires monthly balance sheet, statement of profit and loss with related notes
* Updated fixed assets register and also worked out life of each asset as required by new method of depreciation in terms of Schedule II of the Companies Act, 2013. Also single handed worked out new accumulated depreciation for each assets and its effects in accounts resulted in up dated presentation of assets
* Due to above two achievement & impressed upon the colleagues to file TDS & Service Tax return well before time limit fixed under the relevant act.
* With proper reconciliation of Bank FD as per company’s books and statement received from Banks find out certain Fixed Deposits which were not in books belonging to company
* Received Employee of the Month Award for assisting management in doing work with timely, accurate & as per standard in the critical situation where lot of absentisum in department, i.e. in April 1st week prepared BS Pl, MIS, MIS v/s BSPlReco, monthly statement to management, handled the statutory auditor individually (providing data is actually 4 people jobs), service-tax work, sales-tax work, etc. & by 3rd of week of May finalised the BSPl of Apr’14 to Mar’15 (with satisfaction of statutory auditor), again prepared BS PL of Apr15 to May15, (every Month) 2015 service-tax, sales-tax work in all during April to Mid 25th May done 4 people works individually. Records of F forms updated as sales-tax person has left with lot of backlog due to this lot of lat night working & even Saturday Sunday working

**ARTICLESHIP**

**Mar’97 - Mar’00 with MukulShah & Company, Chartered Accountants, Mumbai as Articleship Trainee**

**EDUCATION**

2011 M.B.A. (Finance) from United Business Institute, Belgium, Europe,

2009 Post Graduate Diploma in Finance Management from MumbaiUniversity

1999 Inter C.A. (1st Group) from I.C.A.I., Mumbai

1998 B.Com. fromK.P.B. Hinduja College of Commerce, Mumbai University

1996 C.A. Foundation from I.C.A.I., Mumbai

**ACADEMIC PROJECT**

* Submitted project on ‘Are Options Safer?’ –Study of various scripts

**IT SKILLS**

* Proficient in ERP, Tally Accounting Software, EX Accounting Software, MS Office (Word, Excel, PowerPoint (Limited)) and Internet Applications, & SAP

**PERSONAL DETAILS**

Date of Birth: 6th May, 1978

Address: C,1602, Rizvi Oak Co-Op Hosing Society, Times of India Hill, Next to Raheja Complex, Malad (East), Mumbai-400097

Languages Known: English, Hindi, Gujarati and Marathi

Location Preference: Mumbai