**Deepak Sumad**

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**# Plant Head # Operations Head # Factory Manager # Factory Finance Controller ~ Steel Manufactory ~ Food Industries, Minerals, Pharmaceuticals @ Safety @ Six Sigma @ TQM @ Five S concept @ Kaizen**

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| Tag Line |
| * **Around 22 Years of multi-faceted experience in Various Industries at Plant Operation & Maintenance, Factory Finance controller, Process  Engineering and line Development, Reliability, Large Scale Turnaround, Safety,  Productivity & Efficiency Improvement, Risk Analysis, Hazop & Audits, Cost Control & Budgeting, Customer  Relation & Contract Management, People development, Team Building**
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| Objective |
| * To work on Business Development related projects and ensure that the projects contribute to the growth of both organization and the employee.
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Education / Academic

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| **Degree** | **Result** |
| M. B. A.  | In Finance Analysis |
| B. Com | 56 % (10+2+3) |
| HSC | 59 % (10+2) |
| SSC  | 60 % (10) |

Work Experience

**Summary of Experience**

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| * ***Heading East Africa’s biggest steel plant, Responsible for multi-location Operations and administrative head.***
* ***Expertise in managing the operations of technically advanced production systems and processes across Indian and overseas markets***
* ***Experience in evolving, enhancing and implementing Business Process as Branch Manager and Area Operation Manager taking care of multiple production sites across geographical spread***
* ***In depth Experience in Factory Management and Customer Engagement***
* ***Key driver for maximizing operating profit while implementing best in class Safety and Reliability Standards  - The stints in parallel roles have honed abilities in project management and getting solution for complex problems  - Key driver for improvement initiatives, maximizing operating profit, instituting best and customer centric practices***
* **Exposures include**

- Factory Management – Optimum Plant Operation at highest capacity - Strategic Planning   - Process Development - Risk Analysis - Six Sigma (Green Belt)   - Process Safety - Behavioral Safety - Customer Management   - Reliability - Budgeting & cost control   - Change Management - Advanced Process Control - Efficiency Improvement – Development of SPO & Good practices, Operational – Procurement – HR policy developer – Continuous improvement attitude – Self-made and motivated * ***Managing team of 35 Expertise’s and 110 local members on day to day activity***
* ***Have excellent communication skills***
* ***Coordinate project with tech team.***

 ***===== Accounting Know How ========**** ***Knowledge of Accounting Standards, finalization of accounts with all statutory compliances and other financial functions***
* ***Competent in Budget monitoring and fund management.***
* ***Experience in preparation/analysis of MIS(Specially factory related) reports***
* ***Proficient in managing accounts payables, Accounts receivables and Payroll***
* ***Member of Vendor development process committee and Approver of Vendor registration in system***
* ***Handle Internal, Statutory, Bank, DD auditors at plant.***
* ***Exposure with SAP, Oracle ERP-Inventory System, Tally ERP etc***
* ***Knowledge of SAP/FI-CO R/3, Team Leader of Implementation Team at Picfare***
* ***Does leasing with various government agencies (Factory related), Handling of Vat assessment of Group.***
* ***Deal with Banking agency, can work as helping hand for approval process of working capital, capex etc.***
* ***Auditing exposure with Deloitte, KPMG & J P Morgan, PKF East Africa***
* ***Exposure of Forex Market, Hatching, Open Market Financing***
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| **Growth Path**Accountant – Sep 2000 to Mar 2002  Executive Accounts – Mar 2002 to Aug 2008  Finance Controller Sep 2008 to Jul 2012Factory Finance Controller Jul 2012 to Jan 2016  Plant/Branch Manager Jan 2016 till date |

Devki Group of Company, Devki Steel Mills Ltd., Athi river, Kenya

Steel Manufacturing Unit

 Jan-16 to till date

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| ***Designation*** |  **Branch Manager, Operational Head – Multi-location**  |
| ***Responsibilities*** | * To look after day to day plant Operations / Manufacturing along with overall administration.
* To ensure that manufacturing strategies and processes are in place to meet business objectives and operational needs in terms of price, quality and sales targets and which enables the company to function and compete effectively in the market.
* To Coordinate team activities to optimize cost performance of the plant through capital investment programmes, optimizing operating working capital usage and minimizing waste through the development of a continuous improvement culture encompassing lean principles and clear strategic development .
* To prepare the annual Manufacturing budget and forecasts and all Capital Expenditure proposals as well as ensuring compliance with legal standards.
* To maintain the smooth running of plant’s – Bar Rolling Mill, Saction Mill, Induction Furnace, Tube mill, Oxygen plant.
* Team Leader and completely responsible for SAP implementation & its smooth functioning in steel plant.
* Fully involved in **ISO 9001 & 14001** implementation in steel business, Responsible for getting done of ISO base document, ISO formats, work instructions etc. & involved in deciding operational parameter limits and other standards for raw material and finished products.
* Fully involved in TPM (**Total productive maintenance**) implementation in Steel Business.
* Team Leader for process control of steel plant, activity based studied a number of problems and suggested their remedies.
* Responsible for Production Planning, Shutdown and shutdown job planning, to maintain proper quality of metal within specified range, planning for operational consumables & their management.
* Continuous monitoring of raw material and spares analysis, high value operational consumable analysis and to take corrective measures in case of any deviation.
* Implementing & maintaining ISO & TPM standards.
* Responsible for Implementation of Board strategic decision/directive
* Preparing Annual Operational Plan & Budget, Capacity Utilization Report. Plant Cost & Estimations etc.
* Monitoring and ensuring optimized plant operation to maximize operating profit
* Maintaining best in class Reliability by Condition Based Monitoring CBM) & Preventive Maintenance • Enhancing plant efficiency and process recovery by innovative approaches
* Data and trend analysis, events study and root cause analysis (RCA) to minimize downtime.
* Developing best operating and maintenance practices as a part of continuum improvement
* Planning and managing Shutdown activities, on-site support in critical activities like start up, troubleshooting • Risk analysis and Change Management Procedure – maintaining the pillars to sustain world class safety standards • Integrating new projects to existing operations.
* Incorporation of new technologies to maintain cutting edge

**Administrative Responsibilities** * Factory Manager of largest steel plant with various product facility of East Africa
* Ensuring all Statutory Licenses and Permits as sought by regulatory bodies.
* Budgeting and Annual planning, Cost-Benefit analysis, approval of Capital & Revenue Expenditures • Customer Liaison (Big Projects)
* Reporting and investigating all incidents and ensures corrective actions are complete
* Recruitment, Team Building, People Development
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Capital Foods Pvt Ltd., Kandla SEZ, Gandhidham

Processed Food (RTE & Frozen) Plant

 July-12 to Jan-16

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| ***Designation*** |  **Factory Financial Controller (FFC),** |
| ***Responsibilities*** | * Responsible for entire commercial transactions of Factory, in change of all commercial team at Factory.
* Heading Finance, Commercial (Purchase-Plant Level), HR, Administration, Exports & Logistic
* Works on PPM along with Works Manager to ensure timely delivery of material to facilitate timely production and execute sales order and timely delivery to clients.
* Submission of Monthly Plant MIS to CFO which covers Monthly P&L (MOM), Plan V/s Actual Cost, Cash flow Planning and Budget Management, Progressive Projected Annual Report, Purchase Summery, Sales report, Employee report etc.
* Responsible for Implementation of Board strategic decision/directive
* Part of Strategic panel (from commercial front) which continuously works towards development project, cost saving projects, betterment projects, process improvements etc. which related to operations & Business betterment.
* Preparing Annual Operational Plan & Budget, Capacity Utilization Report. Plant Cost & Estimations etc.
* Budget Monitoring, Expenses analysis, Credit Control Analysis
* Liable for statutory compliance (at Plant level) like Vat, Sales Tax, Custom Duty, Excise, TDS, PF & PT.
* Provides Back hand data for sales budgets based on sales plan submit ABP to the CFO, preparation of Capital Expansion projects & submit for board approval.
* Approves Bill Passing for Payments.
* Scrutiny of General Ledger / Sub ledger and passing of journal entries thereof
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Caron Edge Industries Ltd. GANDHIDHAM, INDIA

LAM Coal processing unit

Oct-08 to July-12

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| ***Designation*** |  **Financial Controller (FC)** |
| ***Responsibilities*** | * Monitor monthly Cash Flow statements
* Monitoring Banking, Fund Management, Credit reduce/increase input to Management.
* Approve credit limit for Corporate clients after doing their credit rating analysis
* Ensure timely collection from corporate customers in coordination with sales, accounts-receivable.
* Submission of MIS to Management which covers Monthly B/S, P&L, YTD P&L, B/s, Cash flow Plan V/s Actual, Sales Analysis etc.
* Arranging working capital Limit, liaise with bank and submit all required data, statements.
* Handling stock audit, bank audit, other financial institute auditors
* Provides input to management for business improvement and credit management.
* Does cost analysis with MIS officer, and submit cost price of all variants to Management.
* Helping hand to Manager Accounts for internal and statutory audit.
* Authorize Banks, financial & sales entry.
* Handling Foreign Exchange transaction (Telephonic Transfer, Letter of Credit) and compliance with RBI procedure ensure proper documents for payment through Telephone Transfer, Irrevocable Letter of Credit for imports.
* Monitoring of Routine Banking with utilization of **CC/EPC/WCDL limits** and reconcile the same.
* Monitoring of LC transactions i.e. opening/discounting/retirement & maintenance of records with accounting entries thereof.
* Compliances of **Foreign Inwards/Outwards remittances** transactions, submission of Bill of Entries etc
* Scrutiny of General Ledger
* Periodical review of debtors/creditors/loans & advances/security deposits/Interest receivable of margin.
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Picfare Group, KAMPALA, UGANDA

East African’s leading group (Jobanputra Group of Companies) in Textile & Paper Converter, Real Estate, Trading House

 Aug-07 to Oct-08

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| ***Designation*** |  **Group Financial Controller (GFC),** |
| ***Responsibilities*** | * Monitor monthly Cash Flow statements
* Approve credit limit for customers with their credit rating analysis
* Fixing of tolerance limit of GL, Vendor credit limit
* Ensure timely collection from customer in coordination with sales & timely payment to vendors in coordination with commercial.
* Ensure monthly reconciliation with group company accounts
* Ensure monthly closing of books in SAP
* Submission of MIS to Board which covers Monthly B/S, P&L, Planned Cost V/s Actual, Cash flow Plan V/s Actual, Progressive Projected Annual Report, Purchase Summery, Sales report, Employee report etc.
* Monthly internal audit at various locations (Uganda, Rwanda, Mumbai, Dubai) for various processes and preparation of report Identification of cost control avenues in different areas of production and implementation of strategies
* Execution of cost audit and operational audit
* Implementation of Board strategies
* Planning & budgeting, sale value and volume projections, costing & estimation etc. FRP for financial cost of the Group, Maintain within budget
* Budgeting and Expenses analysis and does CREDIT CONTROL.
* Handling the statutory compliance like VAT, PAYEE, NSSF, NHIF.
* Involve in approval process of sales budgets based on sales plan submit ABP to the board, preparation of Capital Expansion projects & board approval.
* Authorization regarding Banks and financial & Tax Matters
* Handling Foreign Exchange transaction (Telephonic Transfer, Letter of Credit) and compliance with RBI procedure ensure proper documents for payment through Telephone Transfer, Irrevocable Letter of Credit for imports and exports.
* Monitoring of Routine Banking with utilization of **CC/EPC/WCDL limits** with reconciliation
* Monitoring of LC transactions i.e. opening/discounting/retirement & maintenance of records with accounting entries thereof.
* Compliances of **Foreign Inwards/Outwards remittances** transactions, submission of Bill of Entries etc
* First signatory in cheques, Second signatory is Board member.
* Scrutiny of General Ledger / Sub ledger and passing of journal entries thereof
* Periodical review of debtors/creditors/loans & advances/security deposits/Interest receivable of margin.
* Preparation of monthly cash budget follow-up & analysis of variances
* Preparation & audit of monthly/quarterly/annual Profit & Loss account & Balance sheet
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 Rusan Pharma Ltd, Kandla SEZ, Mumbai, Ankleshwar & Dehradoon

Leading manufacturer and an upcoming Export House in Pharmaceutical (Buck Drug & Formulation Unit)

 Mar-02 to Aug-07

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| ***Designation*** |  **Executive Accounts** |
| ***Responsibilities*** ***Additional Roll & Responsibility*** | * Maintained books of accounts :- Sales register, Purchase register, Debtors & creditors ledger, General ledger, Journal register, Stock register, Trial Balance, Profit & Loss account.
* Verification of bills, passing of vouchers, Creditors’ receivables, Debtors’ payments, passing of all Journal Vouchers, proper accounting of capital purchases, Verification of Sales Invoices, checking of Purchase Bills with PO, GRN & Other certificates, Daily, Weekly, Monthly analysis to Management for fund flow, cash, Bank, Expenses, Debtors, Creditors, and so on, Control over Debtors and Creditors.
* Ledger & monthly Trial Balance scrutiny
* Implement and evaluate financial procedures, internal controls and initiate improvement.
* Introducing monitoring and evaluating the internal control systems in operational, financial functions
* Implemented Procedures for all the financial transactions to recognize the Revenue & Expense
* Liaison with statutory Departments & submission, preparation of monthly statements required by Banks and financial institutions
* Maintenance of records of fixed assets with calculation of depreciation
* Passing of bills for payment to creditors authorization up to Rs.25000/-
* Bank and financial institutions interaction, Correspondences
* Interacting with Bank for day to day activities
* Attending Final Audit of accounts Clarification to Statutory and Internal Auditors queries
* Complete handling of books of accounts and Statutory Auditors independently
* Preparing data for quarterly results
* Monthly and quarterly returns filling of TDS
* Preparing tax plans and ensuring timely assessment and filing of direct & indirect tax returns viz. Service Tax in compliance with statutory acts
* Monitoring Tax deduction at sources on various payments like contractors, professional charges and rent filing of quarterly returns.
* Assisting the legal counsel in tax assessment related works conducting various Audits; evaluating internal control systems/ procedures with a view to highlight the shortcomings and implementing necessary recommendations.
* Funds requirement statements and allocation for day to day operations
* Preparation of Monthly Cash Budget, Operation cost & Profit & Loss Accounts
* Compilation and submission of MIS Viz Budget, Funds Flow statement, Cost Analysis
* Preparation of Funds Requirement, Cash Flow, Provisional and projection statements
* Comparison actual with budgets
* Implemented Credit Management System for all the Vendors payments
* Implemented Project wise and Cost Center wise budgetary control system
* Involving in preparation of Capital & sales budgets
* Expenditure Statement, Schedules and Balance Sheets on regular basis
* Analyzing existing accounting procedures / systems and restructuring them in order to attain optimum efficiency levels
* Formulating Annual Budgets and conducting various analyses to determine difference between projected & actual results and implementing corrective actions.
* Preparing MIS reports & various other financial reports to keep a track of the financial performances on monthly basis
* Generating Cash Flow Statement including funds projections, profitability statement, program performance statement and administration expenditure statement
* To prepare age wise analysis of Debtors & Creditors on monthly basis
* To ensure all the transactions of the Unit/Branch are properly accounted and the books of accounts are properly maintained and all the same are kept upto date all the time.
* Analysis of receivable and payables on age wise basis
* Valuation & analysis of stock of Raw Materials/WIP/FG for management information & for Banks with calculation of drawing power

***As HR**** Preparation of payroll and wages registers, daily verification of staff & workers attendance.
* Verification of Maintenance of Statutory registers like Factories Act, Attendance Registers, Health, Leave, Inspector of Factories Act, etc.
* Payroll maintenance & calculating employee’s salary TDS
* Verification of Yearly returns filing of P.F, E.S.I and Professional Tax

***As Project (Ankleshwar & Dehradoon)**** Independent charge project accounting activities including Cash & Bank
* Utilization report of Term Loan thereon reconciliation
* Involved in Corporate Finance matters like preparing project reports and cash flow report
* Submission of project progressive report to management with fund utilization statement
* Project report like estimate/actual cost comparison, bar chart, activity change, approved venders list etc
* All works related to Project, i.e. float Enquiry, Call for Quotation, Preparing CEA Sheet, Interacting with clients, Placement of PO, Delivery & Payments.
* Approval from procurement of Construction material
* Allotment of Asset code & their booking
* Site Administration & Bank related Works

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 Liladar Pasoo Forwarders Pvt. Ltd, Kandla SEZ, Gandhidham

 Leaders for more than eight decades in shipping & Forwarders Dec-01 to Mar-02

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| ***Designation*** |  **Document Officer (Accounts)** |
| ***Responsibilities*** | * To ensure the accounts of all the debtors and creditors are reconciled periodically and confirmation of balances obtained from them.
* Monthly reconciliation of accounts payable / receivable accounts
* Reconciliation of Branch / Head Office Accounts
* Preparation of Comparative Statement for Expenses
* Reconciliation of Outstanding & Prepaid
* Reconciliation of bank accounts on monthly basis
* Monthly statutory Records & Payments viz., PF, FBT, TDS, ESI, Central Excise & Service Tax
* Monthly returns submission to Government Departments of Sales Tax, Central Excise, PF & ESI in time
* Verification & first approval of Employees Advances as per company policy
* Verification of Pay Sheet & O.T. Payments
* Managing Employees Tour Advances, Travel Related Bills and Telephone Bills
* Preparation of payroll and payment of Salary & Wages to Employees
* Filing Return of E-TDS, Preparation of Form 16
* Import Documentation & Payment to Suppliers & remittence to overseas suppliers, tracking all their transaction.
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 Gexmin Company, Gandhidham

Manufacturer & Exporter of Minerals & Chemicals

 Sep-00 to Oct-01

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| ***Designation*** |  **Accountant**  |
| ***Responsibilities*** | * Attending to Bank works, issue of cheques & Coordinate with creditors.
* Daily cash payments & Cash Book Maintenance
* Preparation of Bank Reconciliation Statement
* Preparation of Monthly Reports (Cash, Bank, TDS)
* Handling day to day accounts, Cash, TDS, Bank Payments, Bank Receipts, Banking,
* Passing of Purchase vouchers & Accounting of Purchase Bills
* Coding and posting the Vendor invoices in the Accounting system.
* To conduct physical stock verification at the end of the month
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 Detapro Technologies Pvt Ltd, Gandhidham

 June-98 to Aug-00

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| ***Designation*** |  **Customer Service Officer** |
| ***Responsibilities*** | * Provide Assistance to the customer about the software
* Trouble shooting & repairing of software
* Training to the customer, user
* Handing Cash book of the office
* Receipt / booking of cash collection
* Monthly collection report
* Monthly Billing to the client
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Computer Skills

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|  | * Well-versed with SAP system *(FICO Module )*
* *Well Aware about Oracle based ERP (ERP Solution)*
* Well acquainted with TALLY System *( Accounting Software )*
* Well conversant with Quick Book System *( ERP Module )*
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Achievements

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| ***Organizational******Activities*** | * Reduce Plant Fixed and variable cost through technology transfer, fully or partial automation of plant operation, turnaround in a plant from housekeeping & outlook of plant.
* Develop recreation hub, outdoor activity center, Yoga Hall, Gym, Temple for staff and their family members
* Staff well-being committee, Credit Society, Group Insurance Policy, Emergency Fund security, Heath insurance arrangements for staff.
* Develop Staff welfare committee and implement activity for team’s betterment. – Capital Foods
* Implement Operational, Procurement and HR Policy in Carbon Edge
* Designed & implemented general procurement policy, in Rusan
* Reduced fixed plant operation cost by Rs.2 lakhs per month in Rusan.
* Handled RUSAN Ankleshwar & Dehradoon Project as MR (Management Representative) (Project Accounting)
* Worked as Business Relation Development Committee - Picfare
* Chairman of Staff Welfare & Event Management Committee – Devki and Picfare
* Captain of Rusan Cricket Team & CAPITAL 11
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Achievements

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| --- | --- |
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* Worked as Business Relation Development Committee - Picfare
* SGA Leader in TQM Team – Capital
* Member of Safety Function Team
* Chairman of Staff Welfare & Event Management Committee – Devki and Picfare
* Captain of Rusan Cricket Team & CAPITAL 11
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PROFESSIONAL ENHANCEMENTS - Training & Development

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|  | * Head of SAP Implementation Team
* TQM Workshop (Total Quality Management)
* Personality Development Training
* Time Management
* Communication skill & Personal Effectiveness
* Modern Work Ethos
* First Line Manager
* Employee Engagement
* Teamwork – Team building
* Difficult conversation and conflict resolution
* Safety Awareness & Protection Training
* Human Behavior & Cultural Values
* GMP (Good Manufacturing Practice) Training
* SGA Leader in TQM Team – Capital
* Member of Safety Function Team
* Sigma Six, Kaizan, 5S concept
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 Personal Details

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| ***Sex******Marital Status*** ***Date of Birth******Languages Known******Hobbies******Passport No*** | *Male**Married having 2 Kids* *8th July, 1979*English, Hindi, GujaratiWatching Cricket, Listing Music, Traveling and Meeting PeopleG4170241 (Expiry Dt: 22/7/2017) |

Punch Line (Best Quote I Believe in)

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| Owning Attitude | “The Best way to work in an organization is to work as if it’s your Own” |

 Deepak Sumad