

Rajesh Lomesh Kothari

8291862545

Permanent Address:

9, Gopal Bhuvan, 2nd Floor,
L. B. Marg, Ghatkopar (West),
Mumbai – 400 086

Date of Birth: March 5th, 1978.
E-mail: aayushk2006@gmail.com
Cell: 8779786227 / 8080079141

Objective

I am Ambitious and hard working person able to take any challenge that comes in my way at the work place. I enjoy Co-ordinating with people of Diverse Background. Strong problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses. High level of integrity and dependability with a strong sense of urgency and results-orientation. I believe in honesty & sincerity.

1) Worked with ETP International Pvt. Ltd

Designation : **Manager – Accounts & Finance**
Duration : February 2019 to till date

2) Worked with Herbs Nutriproducts Pvt. Ltd

Designation : **Manager – Accounts & Finance**
Duration : January 2016 to January 2019

3) Worked with Hoya Lens India Pvt. Ltd. - MNC MFG Company

Designation : **Manager – Accounts & Commercial**
Duration : October 2012 to December 2016

4)Worked With Smartnet Technology Pvt. Ltd. – Local Traders

Designation : **Manager – Accounts & Administration**
Duration : January 2007 to August 2012

5) Worked With Annapurna Apparels Ltd. - Legwear MFG Indian Company

Designation : **Manager – Accounts & Finance**
Duration : February 2004 to December 2007

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Key Responsibilities Handled

- ✓ Finalization of Books of Accounts , statutory audit, Internal audit, Tax planning , all types of quarterly, half yearly, annual returns with respect to GST Tax, VAT, TDS, Income tax matter or any other acts applicable. Automated systems for accounting and MIS.
- ✓ To ensure control of all expense transactions based on limits, authorization and budget.
- ✓ Planning, estimating, implementing, compliance and assessment in the matter of statutory accounting, taxation, secretarial, ROC and internal audit.
- ✓ Dealing with statutory auditor, ROC consultants & any other consultants
- ✓ Develop and maintain cordial & friendly relationship with Bankers, Auditors, consultants, Retainers
- ✓ Acting as a legal head & ensuring compliance with all legal matters, studying legal agreements arising in Companies with help of Lawyer.
- ✓ Responsible for Staff salary payment, PF, TDS & compliance with Labour Laws
- ✓ Leading a team of 11 colleagues,
- ✓ Work with Internal & external Auditors during audits. To ensure full cooperation from accounting staff and compliances with all qualified requests.
- ✓ Ensure reclassifications and accounting of wrongly or unaccounted entries prior to GL close.
- ✓ Monitor all the purchases and expenses accruals booked aged more than 60 days and ensure timely recover accruals.
- ✓ Monitor and review the Profit & Loss a/c & Balance sheet reconciliations.
- ✓ Responsible for all accounting activities compliance with statutory requirements.
- ✓ Reconciliation of Bank Statements month wise.
- ✓ **Knowledge of Exim** : Preparing Commercial Invoice, Bill Of Lading, Certificate of Origin, Inspection Certificate, B/L , Airway Bill, Export License, Export Packing List, LC checking , Following up for Duty Draw Back.
- ✓ Financial reporting of the monthly business to higher authorities / Management.
- ✓ Control of sales accounting which includes scrutinizing the sales contracts
- ✓ Monitoring of purchase accounting which includes scrutinizing the cost & quantity of the goods under trading & its book entries
- ✓ Adept at handling end to end branch operations
- ✓ Control on market receivable by proper tracking & scrutiny of debtors & creditors by adapting efficient reporting system.
- ✓ Scrutinizing the books of account to identify errors & omissions to take necessary corrective actions.

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Computer Skills / Certificates

- ✓ Basic knowledge of computer.
- ✓ Knowledge of Dos, Windows 2000, MS-office2000, Internet surfing, mailing etc.
- ✓ Tally ERP 9
- ✓ Microsoft Dynamic Accounting Software, Other tailor made Package.

Qualification

- ✓ S.S.C. : Passed from R N Gandhi High School Year 1991
- ✓ B. Com. : Passed from K. J. Somaiya College year 1996

Personal Details

Linguistic Ability : English, Gujarati, Hindi and Marathi – Read & Write Both
Strengths : Optimist, Focused, Relationship management, team player, keen learner, Adaptable & Solution Oriented.
Hobbies : Net surfing, listening to music, dancing, Travel
Marital Status : Married.
Sex : Male.
CTC : 700000.00
Expected CTC : 850000.00
Joining : Immediately

Competencies

- ✓ Able to analyze and solve problems
- ✓ Good organizational skills
- ✓ Good Computer application skills
- ✓ Good written and Oral communication skills
- ✓ Good interpersonal skills
- ✓ Able to work independently.
- ✓ Able to work as part of a team.
- ✓ Able to make Presentations
- ✓ Ability to meet assigned deadlines
- ✓ Highly detail oriented and organized in work
- ✓ Knowledge of Direct and Indirect taxation.

References

Mr. Anand Thakker – CA Anand Mukul & Associates. Contact No. 9892184011
Mr. Ravi Kohli – Vice President (Finance & Accounts) – ETP Enternational Pvt. Ltd. Contact No 9323252228

Rajesh Lomesh Kothari

I hereby declare that all the information mentioned above are true to my best knowledge and would abide to all the terms and conditions laid down by the company in its best interest.

Thanking You.

Yours truly,

(Rajesh Lomesh Kothari)

Date:

Place: Mumbai