**WILLIAM M. PANDIT**

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**In pursuit of career enhancing opportunities in the field of:**

**~ Import & Export Operations ~ Procurements ~ SCM ~ Vendor Reconciliations ~ Accounts ~**

**PROFESSIONAL SNAPSHOT**



* A dynamic professional with over 24 years of valuable experience in Import/Export Operations, Supply Chain Management, Logistics, Liasioning with Govt. authorities, Supplier’s ledger Accounts, Banking and LC, Bank Reconciliation.
* Taking care of Import indenting of Consumables & Spare parts
* Coordinating with Centralized Group procurement operations and Group companies for quick ordering and shipments
* Proficient in corporate accounting along with the preparation and maintenance of the statutory books of accounts
* Demonstrated abilities in enhancing financial processes and systems, reviewing complex financial data to facilitate strategic financial growth of organization.
* Extensive experience in charting out strategies and heading activities pertaining to Finance & Accounting.
* Adroit in mapping business requirements with proven ability in designing & implementing systems to achieve cost control & financial discipline and to enhance the overall efficiency of the organization.
* A keen analyst with exceptional communication, negotiation and relationship management with adeptness in formulating accounting systems, preparing accounting records and financial statements.
* Being as plant head of Roofing sheet mfg. unit, look after overall factory operations.

**CORE COMPETENCIES**

**Import /Export**

**Local procurement**

**Accounts Payable**

**Logistics**

**Finance & Accounts**

**Remittance Handling**

**Liaison & Coordination**

**Relationship Management**

**Vendor Reconciliations**

**Cash Flow Management**

**Inventory Management**



* Import, Local, Procurements and SCM.
* Monitoring the inventory levels for RM, Consumables & Spare parts by keeping proper reordering levels
* Coordinating with various shipping department for prompt clearing of import shipments
* Taking care of local procurement of RM, consumables and spare parts and developed local supplier base.
* Ensuring accurate costing of Import shipments of various products.
* Implement cost-benefit analysis of various initiatives suggested by Plant Head or top management
* Coordinating for logistics within factory premises, and also to arrange local transportation for goods delivery to different group units.
* Co-ordinate with Plant Head for Import material planning with Production planning in order to optimize profitability and to ensure timely delivery of orders booked
* Commercial negotiation with transporters, clearing agents, contractors and other suppliers
* Taking care of Import Shipment insurance and insurance claims.
* Shipping Company, port Authority and Container Terminal.
* Checking accounts payable to ensure completeness of recording liability in time and ensuring that accurate claims are filed with vendors and receivable collected on time.
* Handling reconciliation of accounts receivable trial balances with the general ledger control account and supervising the supplier payments and accounts reconciliation.
* Controlling inland trading operations such as establishing inland letter of credit, negotiating LC bills, discounting of clean bills, issuing bank guarantees, inward bills under LC and submitting control returns on all the bills discounted.
* Monitoring all inward / outward remittances which include Letter of Credit, Import Bills, Export Bills, Remittances, SWIFT Operations, Monthly ECGC Premium, R-Returns, etc.
* Submitting export / import statement and export credit outstanding statement and communicating discrepancies under L/C documents as per UCP guidelines.
* Coordinating with customers as well as Relationship Managers for handling complicated transactional issues.
* Managing day-to-day cash and accounting functions in coordination with Internal / External Departments for smooth financial operations.
* Worked as Factory Manager (Profit Center Manager) for one of the groups Roofing mfg. unit, looking after overall factory operations (incl. sales, purchase, marketing, salary, production, banking, payments, dealing with local and state level Govt. authorities, and all the day to day operations )
* Worked as Accountant for Group company, in business of Flexi packaging.

**CAREER RECITAL**



**Since Feb’13 to April 2018 with Tower Aluminum Nigeria Plc., Lagos, Nigeria as Import & Export Manager**

**Key Deliverables:**

**Tower Group’s core business activates :** Aluminum Rolling mill (HRM and CRM) for Coils, Billet caster, Aluminum Extrusion, Flexi printing and packaging, Aluminum Coil colour coating, Roofing Sheets, Aluminum household and commercial utensils.

* Involved in:
* Heading Import & Export Department of Entire Aluminum Group for Nigeria. ( 15 units)
* Local raw material, consumable, spares and other items for Group companies.
* Import related Insurance and claims, Liasioning with bank of imports & exports till final documents submission to bank.
* Coordinated with Govt. Authorities and offices of Port and Terminal, Customs, PAAR offices at Lagos and Abuja HQ.
* Liaising with Customs Head quarter Abuja for PAAR issue, wrong duty, HS code classification.
* Represent MAN (Manufactures Association of Nigeria) on behalf of company for meeting organize for different issues of Duty, HS code and SON related/NAFDAC and other import related issues.
* Engaged in opening Letter of Credit / Bills for collection and overseeing banking work and supplier payment.
* Interfaced with the shipping company & other Govt. agencies like SON, NAFDAC, etc. for the best sea freight charges for import & export.
* Maintained Sundry Creditors Account.
* Worked as Factory Manager for one of the groups Roofing mfg. unit

### Jun’11- Oct’12 with Bureau Veritas (India) Pvt. Ltd., Mumbai as Commercial Expert (1 year & 2 months)

**Business activates :** Providing services in Harmonized commodity description and coding system for various countries and Govt. Pre and post shipment inspection. Certification, Asset management, Testing and Anaylisis, Inspection/Audit.

**Key Deliverables:**

* Examining documentation and verifying price and value with current data and market trends.
* Altering H.S code to help the importing country customs to fix import duty.
* Recommending changes for transparency in import documents.
* Served as Commercial Expert in Government Services and International Trade Department.

**Feb’09 – May’11 with Tower Aluminum Nigeria Plc., Lagos, Nigeria as Export Manager (2 years & 4 months)**

**Tower’s business activates :**  Aluminum Extrusion, Roofing Sheets, Aluminum household and commercial utensils.

**Key Deliverables:**

* Involved in:
* Managing Import& Export Department (for seven different units allover in Nigeria).
* Handling documentation of imports & exports till final documents submission to bank.
* Coordinated with Govt. / Port Authorities/Customs and maintained Sundry Creditors Account.
* Engaged in opening Letter of Credit / Bills for collection and overseeing banking work and supplier payment.
* Interfaced with theshipping company &other Govt. agencies like SON, NAFDAC, etc. for the best sea freight charges for import & export.

**Notable Attainments:**

* Essayed a stellar role in:
* Introducing Fast Track Clearing for import of raw materials.
* Recovering Six 40 feet container with raw material imported before joining and stuck at port in absence of Original Documents and Banking issue.
* Paying in advance Duty to avoid time delay for receiving imported raw material.
* Started paying shipping charges & Terminal charges by paying A/c payee cheque instead of Bank Draft.
* Continuously checking duty assessment and Risk Assessment report, because of this we have argued with customs for payment of actual and lesser duty and we success for the same.

**Sep’07 – Dec’08 with KGM Industries (NIG) Ltd., Lagos, Nigeria as Operations Manager (Imports & Logistics) (1 year and 4 months)**

**KGM Inds. core business activates :** Blow moldingstorage Tanks, Chairs, Furniture, household plastic products. Industrial Generator (sales and service), Ball pens.

**Key Deliverables:**

* Liaised with the Import Department for projection of raw material consumption.
* Formulated import documents, handled bank reconciliation, sundry creditor’s accounts and managed L/C, insurance & banking work.
* Interfaced with bank, customs, and port authority and maintainedstock records.

**Nov’04 – Sep’07 with Orient Press Ltd., Mumbai as Accountant**

**Core Business Activates** : Security, Educational and IPO printing, Flexi printing and packaging.

**Key Deliverables:**

* Sales Department Work & Preparing of Ledger Account.
* Preparation of Bills & Debtors Control.
* Sales Tax & TDS matters.

# PRECEDING ASSIGNMENTS



* Dec’02 – Oct’04 with Klass International, Mumbai as Accountant (1 year 11 months)
* May’00 – Nov’02 with Pal Silk Industries Pvt. Ltd., Thane as Factory Accountant (2 years and 7 months)
* Feb’94 – Apr’00 with Texjoy Impex, Mumbai as Accounts Assistant (6 years & 3 months)

# SCHOLASTICS



# B.Com. from Mumbai University in 1993.

**Certification**

* Certificate Course in Information Technology from CMC Ltd. in 1999.

**IT Skills:** Conversant with MS Office Suite (Word, Excel & PowerPoint), Tally 5.9 ERP &various A/c Package (FoxPro Base), different types of Computerized Accounts Package and Internet Applications.

**PERSONAL DOSSIER**



Address: 402, Swapanpurti, Bawkhal, Nandakhal, Post - Agashi, Virar (W), Tal - Vasai, District -   
 Palghar, Mumbai - 401301

Date of Birth: 16th July, 1971

Passport Details: L6798465, Issued by: Republic of India, Valid till: 03/02/2024

Location Preference: Nigeria, Ghana & West Africa

Linguistic Abilities: English, Hindi & Marathi