

# **RAJARAM BAMANE**

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## **FINANCE CONTROLLER & COMPANY SECRETARY – Executive Summary**

Setting-up of Green-Field Projects/Start-ups for Finance and Commercial needs | Forecasting & Budgeting | Management/Corporate Reporting | Administration & Payroll Management | Accounting & Auditing-External and Internal | Product Costing | Banking & Treasury Management | Tax Compliances and Tax Assessments | Forex Compliances | Company Law Compliances | Import & Export Procedures & Benefits | Operational Audits & Checks | P&L and Balance Sheets |

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## **PROFESSIONAL EXPERIENCE - Over 26 years in below functions:**

### ***Finance, Budget, Forecast:***

- Preparation of Budgeted Financial Statements as per Long Term Business Plans
- Preparation of Forecasts, comparison with Budgets & Analysis with Actuals
- Preparation & review of Cash Flow Statements on periodical basis
- Periodical reviews & sharing of financial situation to Corporate Office
- Periodical reviews of Accounts Receivable & Accounts Payable
- Periodical reviews of Sales & Stock and comparison with Budgeted Sales & Stock
- Arrange Project Finance & Working Capital through bankers & External Borrowings

### ***Accounting, Taxations & Audits:***

- Supervise Accounting & control on monthly closing procedures
- Ensure compliance of Withholding taxes, TDS, FBT, Income Tax, Excise & Service Tax, GST & other Local taxes
- Review & check accounting transactions, General Ledgers & Trial Balance
- Supervise external Statutory Audit & preparation of Audited Financial Statements
- Supervise Transfer Pricing Audit & Certification under the Income Tax Act.
- Enforce Internal checks & controls on booking of accounting transactions
- Periodical filing of Returns & documents under various tax laws
- Periodical reporting to Corporate Office on P & L and Balance Sheet
- Computation of Income tax liability & Advance Tax Payments
- Handle Tax Assessments under Income Tax, Sales Tax, Excise & Customs, G.S.T.

### ***Customs & Excise, VAT, GST & Other Local Taxes:***

- Supervise Customs clearance of various import shipments
- Supervise Transfer Pricing Cases under Customs laws with SVB cell
- Ensure compliance & documentation under Excise Law & filing of periodical returns
- Ensure Filing of periodical returns under various fiscal tax laws.
- Handled Duty Free Imports EPCG schemes and DGFT matters

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### ***Company Law, Secretarial & Legal:***

- Compliance of provisions of Company Law and filing of various Forms
- Conduct Board & General Meetings & related documents including Minutes
- Allotment/Transfer of Shares / Debentures & related secretarial work including dematerialization and re-materialization of securities, disbursement of dividend or interest through ECS or Direct, reconciliation of dividend/interest accounts
- Handled Pre & post IPO work for subscription of shares or MF units by AMC
- Co-ordination with Legal advisors in respect of drafting of various Agreements, Registration of Trade Mark and legal advises on important issues, if any, required.
- Compliance of procedures under FEMA in respect of External Commercial Borrowings

### ***SAP, JDE and ERP implementation:***

- Functionally Lead installation and go-live of SAP/JDE or any ERP
- Draft process flow charts for various functional areas within organization
- Lead training of any ERP to all users & review progress
- Review updates on Financial ERP and developed new reports Required, in co-ordination with Technical Service Providers.
- Provide functional support and guidance for successful implementation of any ERP

### ***General Administration & Personnel:***

- Insurance of Movable and Immovable assets of the Organization
- Drafting & implementation of Time Office Rules, Leave Guidelines, Travel Guideline
- Supervise Petty Cash Expenses & timely booking of the expenses in accounts
- Purchase of Office Equipment's & regular maintenance of the same
- Supervise maintenance of hygienic conditions in the office and factory premises
- Arrangement of International & Domestic travels of Employees
- Participation in selection/appointment/induction process for employees
- Processing of Payroll of Employees and maintenance of time records
- Ensure Compliance of applicable Industrial & Labor Laws

### ***Current & Previous Employments:***

Name of Company & Information in brief	<b>M/s.Tredegear Film Products India Pvt.Ltd. an USA MNC Green-Field Project, Pune</b> -Wholly owned subsidiary of Tredegear Corporation Inc, USA. Group engaged in the business of manufacture & supply of appertured films and hygiene products to Personal Care market. Group Turnover USD 1 Billion.
Position Held	Finance Controller & Company Secretary
Period	Currently working since March, 2010
Job Responsibilities	As per Executive Summary and details given above
Reporting to	VP – Global Finance and MD – Asia Pacific Region

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Name of Company & Information in brief	<b>M/s.OGNIBENE India Pvt.Ltd. an Italian MNC</b> <b>Green-Field Project, Pune</b> -Wholly owned subsidiary of OGNIBENE SPA, ITALY GROUP. Group engaged in the business of manufacture & supply of hydraulic cylinders & steering systems for OEMs of Off Highway Vehicles. Group Turnover Euro 150 Million.
Position Held	Company Secretary & Manager – Accounts
Period	August 2007 to February 2010
Job Responsibilities	As per Executive Summary and details given above
Reporting to	Board of Directors
Name of Company & Information in brief	<b>M/s.VEKA India Pvt.Ltd. an German MNC</b> <b>Green-Field Project, Navi Mumbai</b> -Wholly owned subsidiary of VEKA AG, Germany & part of VEKA Group operating in around 45 countries in world. Group engaged in the business of manufacture & sale of uPVC profiles & related products. Group Turnover Euro 700 Million.
Position Held	Company Secretary & Manager – Accounts
Period	March, 2005 to July, 2007
Job Responsibilities	As per Executive Summary and details given above
Reporting to	Board of Directors
Name of Company & Information in brief	<b>M/s.Brihan Maharashtra Steel Industries Ltd. an Indian MNC</b> A public limited company, part of “Technocraft Group” engaged in manufacturing & export drum closures, yarn, garments, steel pipes/scaffolding systems, software development. Group turnover over Rs.250 crores p.a.
Position Held	Company Secretary
Period	April 2003 to February 2005
Job Responsibilities	<ol style="list-style-type: none"> <li>1. Accounts, Finance &amp; Audit – all Indian and Foreign Companies under the group.</li> <li>2. All Secretarial and Company Law Matters &amp; Personnel and General Administration</li> </ol>
Reporting to	Financial Controller & Managing Director

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Name of Company & information in brief	<b>M/s.MCS Limited</b> A public limited listed company in the fields of Registrars & Share Transfer Agents. Turnover around Rs.45 crores p.a.
Position Held	Manager
Period	December 1999 to March, 2003
Job Responsibilities	<ol style="list-style-type: none"> <li>1. Accounts, Finance &amp; Audit responsibilities</li> <li>2. All Secretarial and Company Law Matters &amp; Public Issues/IPO related work for issue of shares and Mutual Fund Units</li> </ol>
Reporting to	Vice President & Other Board of Directors
Name of Company & information in brief	<b>M/s.Savita Chemicals Limited</b> A public limited listed company engaged in manufacturing/processing of crude oil and lubricants. Turnover Rs.300 crs.p.a.
Position Held	Jr. Secretarial Officer
Period	April 1994 to November, 1999
Job Responsibilities	<ol style="list-style-type: none"> <li>1. All Secretarial and Company Law Matters including handling of post-public issue activities.</li> <li>2. Accounts, Audit &amp; Personnel / General Administration</li> </ol>
Reporting to	Company Secretary & Group Financial Controller

### **QUALIFICATIONS:**

#### **Professional:**

**Associate Company Secretary  
(ACS No.16504) – June 2002**  
Institute of Company Secretaries  
of India - New Delhi

#### **Educational:**

<b>Degree/Diploma</b>	<b>University</b>	<b>Year</b>
M.Com.(Accounts)	Bombay University	May 1993
D.A.M.(Diploma in Administrative Mgt.)	Bombay University	May 1994
B.Com.	Bombay University	April 1991

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**OTHER PERSONAL DETAILS:**

Date of Birth : 8<sup>th</sup> May, 1968  
Marital Status : Married  
Passport No. and Date of Issue : P 6334675 dtd.10-11-2016  
Current CTC : INR 4,454,294 p.a. + Annual Bonus & Company Car  
Notice Period : 3 months  
References : Will be provided if required

**RAJARAM BAMANE**