

# Maulin Pandya

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## Senior Level (Finance and Accounts)

### OBJECTIVES

With a degree of MBA (Finance), 18+ years' work experience and strong background in Accounting, Taxation and Finance, in entire company, where skills can be put to the benefit of the company to utilizing my experience in Accounting with a flare of Strategy and Planning in Accounts and Finance field, along with personal Growth.

### KEY SKILLS

Finalisation of Accounts, Taxation, Financial Reporting, Online Bank Transactions, Cash accounting, Accounts Receivable/Payable, Bank Reconciliations, Expenses Reconciliations, Time Management, Multitasking works.

### CAPABILITIES

- **Well-developed** analytical skills - Skilful at processing data/information, keeping records.
- **Strong background** in bookkeeping includes General Ledger, Accounts payable/ receivable, Final Accounts and reports.
- **Expertise** in preparing financial statements, monitoring daily cash transactions, developing annual budgets and recording all financial activity for small to medium sized businesses.
- **Continuously updated** and thorough working knowledge of accounting principles and practices as well as Income Tax and GST laws.
- **Interact** professionally with all levels of staff and maintain the highest level of confidentiality; known for tact and diplomacy in handling sensitive issues.
- **Proven ability** to handle multiple, competing priorities in an effective manner.
- **Effective** communication skills, excellent Gujarati, Hindi & English, especially written, combined with interpersonal strengths and a high degree of professional integrity.
- **Computer skills:** Tally (ERP 9), Microsoft Office (Word, Excel, PowerPoint), Internet browsing & email

### WORK PROFILE

- Accountancy up to Finalisation.
- Cash Management.
- Maintain Bank OD limit / CC limit / Working Capital / BG/LC.
- Finance Management.
- Provide Monthly financial data to the Management (MIS).
- Follow up with Debtors.
- Foreign exchange works (Inward and Outward Remittance).
- GST, TDS, Service Tax calculation and returns (Quarterly and Annually).
- Prepare Income Tax e-Return (Company and Personal).
- To co-ordinate with Legal staff for Minutes and AGM.
- To co-ordinate with finance staff for financial project.
- To co-ordinate with bank officers for bank related works.
- To co-ordinate with Account Team and Internal staff.
- Implementation new ideas for doing smooth work.
- Clearing of Backlog of Taxation.
- Status of Income tax returns for companies as well personals.

## PROFESSIONAL WORK EXPERIENCE – 19 YEARS

Designation	Company Name	Working period		Reason for Left
<b>Executive</b> (Accounts)	Mbytes Computer InfoTech Pvt. Ltd.	June-2000	April-2001	Company Closed
<b>Executive</b> (Accounts)	Manubhai & Co.	May-2001	August-2004	Contract Basis
<i>(Worked on contract based at Gujarat State Disaster Management Authority (GSDMA), project is funded by World Bank, Asian Development Bank and Government of Gujarat.)</i>				
<b>Executive</b> (Accounts)	Neesa Group of Companies	September-2004	August-2008	Increment in Salary
<b>Executive</b> (Accounts)	Satlon Investments Pvt. Ltd.	September-2008	May-2009	Re join of Neesa with Promotion
<b>Asst. Manager</b> (Accounts)	Neesa Group of Companies	June-2009	July-2012	Financial Problems in company
<i>(Worked in Neesa Infrastructure Ltd. for <u>Special work on Clearing of Backlog</u> and Maintaining Accounts on Regular basis, Transferred from Neesa Technologies Pvt. Ltd. in April 2011).</i>				
<b>Dy. Manager</b> (Finance and Account)	e-Procurement Technologies Ltd.	August-2012	January-2015	Management disputes in company
<b>Dy. Manager</b> (Finance and Account)	i-Sourcing Technologies Pvt. Ltd.	February-2015	July-2019	Join MNC with promotion
<b>Manager</b> (Finance and Accounts)	PHX Consulting Pvt. Ltd. (PHOENIX Business Advisory Australia)	August-2019	Till date	For better progress

### SPECIAL WORK

- One of the employees of Special Team for Back office work after Income Tax raid on NEESA Group of Companies and successfully completed work for provide basic information for reply to IT Dept.
- Attend various seminars on GST, organised by CA and GST consultants.
- Attend Program on Understand of Balance sheet and Various Financial Statements.

### PROJECT WORK

- Arranged a Term Loan Rs. 2crore from ICICI Bank Ltd. in NAPL and Working Capital Rs. 75lacs from SBI in NTPL with help of Finance Department.
- Worked on Credit Rating with ICRA for MCBS (BBB-) freelancer work.

- Worked on Credit Rating with CRISIL for ETL (BBB+).
- Arranged of Working Capital for sum of Rs. 26.50lacs from Kalupur Bank in ITPL.

## EDUCATION

- **GST** practitioner, certified by MSME (Govt. of India).
- **MBA (Finance) - Jaipur National University**  
2016-2017 Principal subjects – Finance with 64%.
- **SAP-FICO** from MLC College, Canada with Grade-A in the year 2010
- **Bachelor of Commerce – Gujarat University.**  
1997 – 2000 Principal subjects – Account and Statistics with Class – 2<sup>nd</sup>.
- **HSC with Commerce – Gujarat Higher Education Board, Gandhinagar.**  
1995 – 1997 Principal subjects – Account and Statistics with Class – 2<sup>nd</sup>

## PERSONAL INFORMATION

- **Date of Birth:** 12<sup>th</sup> November, 1979
- **Marital Status:** Married.
- **PAN No.:** AONPP0615H.
- **Address:** A-9, Swapna Apartment, Near Udgam School,  
Thaltej Cross Roads, Ahmedabad - 380054.

## FAMILY BACKGROUND

- **Father:** Expired in April-2010 (was professor in CN Technical Centre)
- **Mother :** Teacher in Private School
- **Spouse :** Housewife (MA, B.Ed. with Physiology)
- **Son :** Study
- **Sister 1 :** Married
- **Sister 2 :** Married