

Rajendra Dave

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KEY SKILL-SET

- Preparation of financial statements.
- MIS Reporting (Accounts receivable, accounts payable, ageing analysis, cash flow projection).

WORK EXPERIENCE

SVKM'S Shri Bhaghubhai Mafatlal Polytechnic

Accounts Officer

Mumbai, India.

June 2015-June 2019

- Finalization of accounts for multiple cost points (Aided/Unaided Courses/Community Polytechnic), attending to statutory auditors, internal auditors & accountant general's office auditor.
- Working of grant assessment for salary grant receivable from state government.
- Preparation of financial budget for various cost points as required by principal trust & state government for salary grant approval. Checking the monthly pay bills for salary grant, checking salary payment from SAP.
- Posting accounting entries, reviewing the entries posted by departmental staff with respect to accuracy of coding, confirming accounting principles for prepaid expenses, accruals & fixed assets, preparation of GST Invoices & analyzing the general ledger accounts in SAP. Preparation of GST payable MIS for reporting to principal trust on monthly basis.
- Preparation of bank reconciliation, accounts receivable & payable reconciliation, follow-up on accounts receivables & collection, employee advance settlement, arrangement of funds from principal trust for accounts payable settlement, reporting monthly MIS & projected cash flow.
- Ensuring statutory compliances with respect to income tax, profession tax, G.S.T, P.F., timely returns filing for income tax deducted from salaries, issuing Form-16 to employees.

Shri Vileparle Kelavani Mandal – SAP Dept.

SAP Senior Core Team Member FICA – Student Accounting

Mumbai, India.

November 2011-May 2015

- Implementation of ERP - SAP FICA (Student Accounting) module for various institutes including NMIMS University, Mithibai College of Arts, Commerce & Science, N.M. College of Commerce, Usha Pravin Gandhi College of Management and getting the student module stabilized ensuring end-user comfort level in their day to day working. Troubleshooting for issues faced by end-users, providing solutions to the issues raised by end-users.
- Getting the programs & reports customized by explaining end-user requirement to ABAP developers, conducting end-user training sessions for SAP users from SVKM institutes.

Shri Vileparle Kelavani Mandal – SAP Dept.

SAP Core Team Member FICO – Core Accounts

Mumbai, India.

April 2010-October 2011

- Implementation of SAP FICO core accounts module getting the Tally data migrated into SAP. Customizing the SAP reports as per management requirement for multiple institutes.

SVKM'S NMIMS University, Mumbai.

Accountant

Mumbai, India.

June 2007 -March 2010

- Accounts receivable reconciliation for various schools of NMIMS University.
- Preparation of admission cancellation data as required by RTI.
- Processing foreign remittance for imports of assets or any expenses after certifying the same by Chartered Accountant with regard to compliance with FERA/ FEMA.
- Documentation for processing bank guarantee, or letter of credit for imports related transactions.
- Ledger scrutiny and follow-up on unsettled vendor advances.

Achievement

- Appointed as member of core team formed for implementation of ERP SAP FICO & FICA modules to work with implementation partner IBM.
- Awarded with a special allowance due to my performance as SAP core team member.

EDUCATION BACKGROUND

Mumbai University

Bachelor of Commerce

April 1981

TECHNICAL SKILLS

Microsoft Office

Word, Advance-Excel, PowerPoint, Outlook

ERP Systems

SAP, Tally ERP 9

HOBBIES & EXTRA CURRICULAR ACTIVITIES

- Travelling, listening music & yoga.