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|  | **CURRICULUM VITAE**  MANOHARSINGH BISHT   * **Address :** Sun view Co-op Hsg. Society Ltd,   Bldg.no.33B Flat no. 001., River wood Park,  Kalyan Shil Road, Desai,  Naka, Dombivali East.   * **D.O.B :** 06th July 1983 * **Phone :** 9892226305 * **Email :** manoharsinghbisht@gmail.com |
| 2004 to till date  2008 to till date  2004 to 2008  2008 to till date  18th august 2008 to till date  1st July 2004 to 14th august 2008 | **PROFESSIONAL ABRIDGMENT**   * A competent professional had a wide spectrum of experience in handling entire gamut of Finance & Accounts processes. * Financial planning & analysis in the several forms as such reviewing financial reports & statements, P&L MIS, Cost MIS, Budgets Preparation (AOP), Preparing & Controlling of Cost related weekly and monthly MIS, Product costing etc. * Cost and credit controlling, Cost and Profitability analysis and Management reporting. * Involves in formulation of various systems, policies, procedure etc. SOP, SOA, Authority Matrix. * Handling various other functions covering the Inventory Management, Procurements, Receivables, Payables, Statutory compliances & other obligations under the management guidelines. * Exposure to SAP for module i.e. MM, PP, SD & FICO Module functionally to control complete final accounts in SAP Software. * Exposure to Shared Services Centre (SSC) – Purchase Requisition, Purchase Order, Vendor Invoicing, Customer Invoicing through Software etc. * Exposure to Tally 9.2 version. * Exposure to Window application software 98, 2000, 2007 & 2010. * Handled salaries disbursement activities as well. * Working on Analysing Risk, Management Control, Complying Policies, SOP’s & other key areas with pain points & its subsequent solutions as per Internal / Process Audit guidelines. * Preparing & Analysing Supply Chain KPI’s working, S&OP presentation, P&L & TCP reports.   **SKILLS**  ***Functional area of exposure***  **In SAP**  **I. Materials Module.**   * Streamlining the SAP system towards an effective inventory control by following the process of PO creation, MIGO for all Incoming Invoices as per designed authority Matrix approval (committee members)   **II. Production planning Module.**   * Checking the creation of Production Order & Posting as per Bill of Material, analysing standard versus actual consumption and giving the inputs on excess or short consumption including wastage analysis   **III. SD Module.**   * Verifying proper control in PP module and ensuring proper invoicing through flow through SD module.   **IV. FICO Module.**   * Checking the Data flow from MM & PP module to FI module for capturing various financial data as such expenses, Inventory consumption, stock entry etc. & extracting the data in the form of Trial Balance, Balance Sheet, vendor & customer balances etc.   **In Tally**   * Checking and posting the entry in Tally 9.2 as such Purchase bill entry, Sales bill entry, Credit note, Debit note, JV entries etc. * Payroll accounting & Synchronization updation in Tally 9.2   ***Management reporting***   * Generating financial data matched with the book data & presenting the reports for the management (SAP & Tally). * Authenticating the Material, Production, SD Module data matched with financial data i.e. FICO module data in a precise manner. * Generating New MIS & timely reporting of the regular MIS in PPT & Microsoft Excel format. * Preparing P&L MIS & formulated processes & controls in terms of cost and revenue. * Highlighting key area of measurement, concerns & escalations in terms of cost, revenue, KPI’s and other controls. * Planning and executing the provided assignments on time and also aligning the subordinate accordingly to meet the given KRA’s as per the timelines. * Submitting A.O.P Plan for the unit, considering all the factors (Quality and Cost). * Preparing Location Business case for Capex & Opex Expenditures. * Unit / Product cost working * Presenting PPT presentations to the respective departments (Weekly/Month operational review), so that they will ensure corrective measurement or maintain the efficiency, basis the management requirement.   **Work History**  **Present Organisational Experience**   * Senior Manager – Finance   HT Media Ltd, Maharashtra (Navi Mumbai)  Accountabilities;  **(I). Accounts, Finance, M.I.S & Commercials**   * Responsible for entire gamut of finance & Accounts functions as such (a) Preparing Cost MIS sheet with its allocations transfer working for the unit / business (b) Ensuring proper closure of P&L MIS and B/S MIS (c) Receivables (d) Payables (e) Procurements (f) Employee re-imbursements (g) KPI’s & S&OP Presentation workings (h) GST Payment & its returns filing (i) Factory compliances (j) Internal & Statutory Audits etc. * Ensuring completion of Factory & Regional office Accounts closing on or before every 2nd of the next month (GR/IR Clearing, Weekly & Monthly Cost Review, Cost allocation workings, provisioning etc.). * Preparing the Cost MIS, Product costing, variance analysis and timely submission of various other required MIS / Reports to the management. * Controlling and preparing the Unit AOP (Annual Operation Plan) covering the entire Cost, Revenue, productivity (Tracking Budget v/s Actuals). * Submitting and highlighting unit Capex & Opex budgets MIS with the analysis of actual expenditure incurred on monthly basis in order to ensure savings (Actual v/s AOP) and allows only those exceeded expenditure which is completely justified on technical ground, compliances or mandatory requirements. * Preparing Capex & Opex Business cases for expenses & investments for one time expenditure of Rs. 20 Lakhs or Recurring spend of Rs. 50 Lakhs per annum. Further in capex also tracking payback period for revenue * Preparing & Presenting various Timely reports related to Cost MIS Reports, Product cost sheet & other linked MIS, KPI working, S&OP presentation, TCP reports etc. * Accountable for all payable controls such as controlling vendor payments as per agreed credit term, tax liability payments on or before due dates & other cash/bank payments etc. * Accountable for all payment receipt from the debtors by sending Ageing for O/s (MIS) to the sales, marketing & other respective team. * Controlling Shared Services Centre working in terms of proper expense approvals, ensuring precise Invoicing & its payments, Revenue rate approvals, compliances etc. * Checking & verifying payroll disbursement data towards submitting the data to the central government (Statistical team ASI/ Labour welfare department). * Reviewing of all the terms & conditions for Marketing, Circulation & Supply Chain Job Debtors / Clients. Agreements of the debtor review in terms of commercial & compliance prospects and also ensuring its receivable on or before due dates as per agreed terms including collection of TDS certificates. * Leading Accounts related to Supply chain, Commercial & Circulation department in terms of the decision making (cost savings, maintaining credit period, fund allocation as per the exact requirements. * Being a part of purchase committee member observing and controlling cost towards total Unit procurements (Negotiation, Checking Commercial terms, vendor evaluation, E-Tendering, Inventory Management etc.). * Ensuring SAP Internal process PP, MM, SD & FICO are synchronized functionally. * Ensuring SSC (Shared Service Centres) working to be complied as per company SOP / SOA. * Responsible for Auditee responses & Action taken plan execution as per the internal auditor’s reports and also Involves in formulation of various systems, policies, procedure etc. SOP, SOA, Authority Matrix   **(II). Statutory Compliances**   * Responsible for process controls & reviewing all the approvals & controls are in line with Authority Matrix followed by the management to get rid out of all Issues in connections with our audit compliances & also providing Auditee comments for the same with complete justifications. * Responsible for GST return filings & Tax assessments. * Responsible for complete legal & statutory compliances i.e. Factory license fee, Maharashtra pollution control board fees etc. * Analysing Risk, Management Controlling Policies, SOP’s & other key areas of concern, in order so that we can escalate & control all the pain points along with its subsequent solutions. * Ensuring completion of All Tax compliances GST and earlier VAT, CST, LBT, TDS etc. * Responsible for statutory & internal Audit compliances as per Big4 firms.   **(III). Management functions**   * Emphasising & presenting timely cost reports, wherein the overview review & its developments get focused as per category summarization and proper presentation too. * Giving updates on Variable cost & fixed cost, in order to minimise the high running the cost as targeted (Actual vs AOP MIS) and also highlighting the cost impediment factor (quantity and rate analysis, standard vs actual variance analysis etc.). * Timely reporting of MIS, KPI & various cost & revenue related reports to the management. * Providing various segments / cost centre reporting to the other department, wherein highlighting the key area concern in terms of cost, revenue etc. so that it help them in their improvements towards cost saving & revenue optimising techniques. * Taking part in the panel of talent acquisition team for new hiring in our finance & stores department, their appraisals towards team performances.   **Highlights**   * Successfully prepared the Budget plan for the year 2018-19 - 2020-21 * Overall Inventory & Consumption control made, by putting controls in terms of cost & wastages booking techniques’ in SAP. * Complete control over P&L MIS along with its required analysis & also took the additional responsibility towards financial planning & analysis. * Took part in Newsprint LBT exemption rally & waved off it completely from Navi Mumbai.   **Past Organisational Experience**   * ASSISTANT Manager – ACCOUNTS & Finance   Roman Tarmat Ltd, Maharashtra (Navi Mumbai)  Accountabilities;  (I).Accounts & Costing   * Responsible for completing books of accounts on quarterly & yearly basis (P&L and Balance Sheet). * Interacting with banks & accountable for bank reconciliation on timely basis. * Responsible for Payrolls for the company, re-imbursements & settlements etc. * Preparing Product costing reports Region-wise & Location wise * Checking all incoming invoices, payment vouchers, material inward / transporter challans etc. before submitting to the head of the departments. * Timely responsible for preparing sales invoices & punching the data entry. * Making Debtors & Creditors analysis report & also responsible for collecting & making the payments on timely basis.   (II). Statutory Compliances   * Responsible for statutory compliances i.e. direct & Indirect taxations (GST return filing, IT returns in consultation with our consultant, payments on or before due dates & assessments)   **Highlights;**   * Accomplished controls on Product costing & Finalization of accounts. * Learned to know the analysis on cost & revenue |
|  | EDUCATIONAL QUALIFICATION   * MBA – Finance (First Class), in 2007 from National Institute of Management. * B.Com (First Class), in 2004 from Mumbai University. * Diploma in Taxations, Manual accounts & computerized accounts. |
|  | Cost to Company   * Current CTC : 10.65 Lakhs P.A.( 9.05 Lakhs + 1.60 Lakhs (BOA)) * Expected CTC : As per company Standard & work profile delivers to me     **Manoharsingh Bisht** |