**DIPAK SHIVAJIRAO JADHAV**

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**MIDDLE LEVEL PROFESSIONAL, Sr. Manager Finance**

~ Finance & Accounts ~ Taxation ~ Audit

*A result-oriented professional with extensive experience in finance & accounts with focus on accomplishing organizational goals*

Profile Summary

~ Management Reporting & Analysis ~ Finalization of Accounts ~ Cash-flow Management

~ Budgetary Controls & Analysis ~ Banking & Documentation ~ Taxation & Audit

~ Income Tax Returns ~ Financial Statements Preparation ~ ERP – Tally & SAP

~ Customer / Supplier Ledger Reconciliation ~ Supplier Payments ~ Team Management

Offering **over 10 years** of experience in steering the **entire functions of finance & accounts**, administering the monthly **closing process, balance sheet finalization, monthly P&L profit flash presentation**, reporting of deviations in sales schedules, **income tax assessment data & renewals of statutory certificates**, **tax returns filing** and participating in the **bank audit & preparing the audit report.**

Capable of **preparing annual budgets, monthly forecasts and strategic plans,** preparing and presenting weekly and monthly management reports on **cost and benefit analysis, productivity analysis, inventory turnover analysis and cost variance analysis.** Skilled in reviewing balance sheet accounts and profit & loss accounts at unit level; ensuring integrity of all reported financial statements and **maintaining relations with financial institutions, banks** and other financial partners. Team-based management style coupled with the zeal to drive visions into reality.

Organisational Experience

**Helical Auto Technology India Pvt. Ltd. as Sr. Manager Finance**

**(Since Dec’08)**

**Key Result Areas:**

* Managing the entire functions of preparing and analysis of management reports & BOM's (Finance Perspective)
* Dealing with Foreign supplier and customers for transaction related quires and ledger reconciliation
* Preparing Budget and updating to UK authorities
* Handling customer PO’s and invoice tracking
* Working towards balance sheet finalization and making monthly P&L profit flash presentation
* Leading the raw material consumption reconciliation, cash flow preparation & analysis & debtors management
* Preparing GST2A and 3B Monthly return with reconciliation
* Uploading NEFT/RTGS online payment’s.
* TDS / GST / Profession Tax / Custom duty online payment’s
* Completing the budgetary controls & analysis (ERP), sales schedule and reporting of deviations in sales schedules
* Managing the weekly sales reporting to UK & FG Level ABC Analysis
* Executing the maximum utilization of system project, VAT audit report development, excise returns through system & TDS report development
* Supervising the entire functions like excise returns, service tax return, profession tax return, sales & income tax assessment data & renewals of statutory certificates
* Monitoring daily online bank transition, online bulk payment, import payment documentation & foreign currency data
* Processing, verifying and submitting the income tax returns including the transactions in Tally – sales, purchase, bank reconciliation, cash, stock, receipt, payment & journal
* Preparing the TDS Challan & Form No. 16A
* Participating in the bank audit along with the Senior Chartered accountant and preparing the audit report including the company audit

**Highlights:**

* Prepared to monthly/ quarterly/ yearly compliance relating to Income Tax
* filed Annual Income Tax and Wealth Tax returns within stipulated deadlines
* Ensured appropriate withholding of taxes, timely deposit of monthly withholding taxes under various sections of the Income Tax into the Indian Govt. Treasury
* Filed e-TDS (Electronic Tax Deducted at Source) Returns and issued Tax Deducted at Source (TDS) certificates to local as well as foreign vendors
* Reviewed BS accounts & Profit & Loss accounts at unit level; ensured integrity of all reported financial statements
* Supported the conduct of internal and external audits by providing information and answers to auditors
* Designed and implemented two separate management reporting packs using spreadsheets (Excel) and general ledger (Sage / Tally)

**NR Dhavalikar & Co. - Chartered Accountants, Pune as Accountant**

**Jul’05 – Dec’08**

**Key Result Areas:**

* Managed the entire functions like processing, verifying and submitting the income tax returns, processing transactions in tally – sales, purchase, bank reconciliation, cash, stock, receipt, payment & journal
* Prepared TDS Challan & Form No. 16A
* Participated in the bank audit along with the senior Chartered accountant and prepare the Audit report including the Company Audit along with the senior Chartered accountant and prepare the Audit report
* Managed the day-to-day accounts work

Academic Details

2008 M.Com. from Pune University

2004 GDC and A (Govt. Diploma in Co-op and Accountancy) from Pune University

2002 B.Com. from Shivaji University

IT Skills

* ERP, Tally, Windows XP & MS Office (Word, Excel & PowerPoint)

Personal Details

Date of Birth: 28th October 1981

Languages Known: English, Marathi & Hindi

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