

Summary

Proactive & result oriented with more than 17 years of experience in the Accounts and Finance. The experience includes Accountancy, Finance, GST, Personal Accounting and Taxation, Branch account & co-ordination with Branches. In depth knowledge of SAP ECC 6.0 FICO & MM module, Tally 9 & Tally ERP, MS Excel, MS Word etc.

Objective

To explore the fullest of my potential and work as a key Player in challenging & dynamic environment.

Education

- MBA – Finance from YCMOU (synopsis pending)
- Bcom – University Of Mumbai (March, 2006)

Job Details/ Responsibility

Dec '15 to Till date : **FUTURE GROUP.**
Designation : **Deputy Manager – Corporate Finance.**

Key Job Responsibilities :

- Books of Account in Tally ERP & SAP (System Application Program) Version 6.0 ECC.
- Handling 2 companies
 - Accounting for Bulk media buying & selling to Group companies (i.e. Future Retail BB, FBB, Easyday etc, FLFL – Central, Brand factory & others formats) accounts payable, receivable & preparing the MIS for Future Corporate Resources Pvt Ltd.
 - Complete accounts for sport franchise (Bengal Warriors), Managing entire accounts (i.e accounts payment, receivable, co-ordinating with vendors, dealing with players, managing cash flow) till Balance sheet for Birthright Games & Entertainment Pvt Ltd.
- Raising the invoices as per the completion of Ads (i.e. Print, TV, Radio, FM, digital etc.).
- Age wise debtors & creditors analysis & share the monthly details to senior level management.
- Preparation of Monthly incentive calculation, rebates working, spends consumption report.
- Preparation of various Monthly MIS likes TDS, GST input & output, expenses reports. Also file the returns for TDS & GST (GSTR 1 & GSTR3B).
- Payments for statutory dues, vendors payment.
- Handing the department query for GST & resolve the same.
- Followup for debtors outstanding & maintained the collection report.
- Scrutiny of ledgers, Bank, customer & vendor reconciliation.
- At the time of invoices checking & processing, if any discrepancies found in invoices the same need to be communicated to Vendor's & resolve on immediate basis.

From Sep '14 to Dec '15 : **ALCATEL LUCENT INDIA LTD (C/o S2 Infotech Pvt. Ltd.)**
Designation : **Deputy Manager – Accounts (OM)**

Key Job Responsibilities :

- Books of Account in SAP (System Application Program) Version 6.0 ECC.
- Maintained the quarterly & yearly basis reconciliation with all branch accounts.

- Preparation of Monthly, Quarterly & Annual Budgets based on the Business Plan, comparing it with Actual and Reporting Deviations.
- As per the project cost we had raised a Blanket PO in SAP.
- Prepare monthly PO utilization report & share same to senior level management.
- Invoices checking & verifying for payment process.
- Preparation of various Monthly MIS reports along with analysis of variance for presentation.
- Maintained the logistics cost controlling & if any discrepancies found in cost has be justified.
- Prepare provision for all vendors & to be shared by 3rd week of every month.
- Age wise debtors & creditors analysis, scrutiny of ledgers & vendor reconciliation.
- At the time of invoices checking & processing, if any discrepancies found in invoices the same need to be intimated to respective Vendor's thru mail & call & resolve immediate.
- Checking the import, export documents & custom duty charges at the time of custom audit.

From Jun '07 to Aug '14 : TULIP TELECOM LIMITED
Designation : **Associate Manager – A/cs & Finance**

Key Job Responsibilities :

- Books of Account in SAP (System Application Program) Version 6.0 ECC & Tally ERP.
- Preparing daily collection report & reporting to COO (Chief Operating Officer), Revenue Head.
- Preparation of various Monthly MIS reports along with analysis of variance.
- Compliances relating to Corporate Laws in terms of internal Loans & Advances.
- Preparing reports & handling Service Tax related matters, also handling other statutory payments like PF, ESIC, PT etc and return / assess thereon.
- Working for filing VAT return & Service Tax return and C form application for 2% CST purchase & share all details to corporate.
- Calculation of Staff Income tax, Commission payment, incentive & Salaries.
- Maintaining Vendors TDS details & payment (i.e. TDS on Contractor, Prof. & Rent Etc.)
- Preparing debit & Credit note, scrutiny of ledgers, customer groups & Bank reconciliation.

From Jun '06 to May '07 : Western Air-conditioning & Refrigeration Pvt Ltd
Designation : **Account Executive**

Key Job Responsibilities :

- Finalisation of Books of Account in SAP (System Application Program) Version 5.0 ECC & Tally 7.2.
- Raising the invoices, followup for payment, customers, vendors & branch reconciliation..
- Preparing Various MIS report on Monthly Basis as per requirement of management.
- Preparing monthly Service Tax, Cenvat report & make the payment.
- Helping for preparing the statement of Balance Sheet
 - Service Income i.e. pre-receipt income, post receipt income & current income etc.
 - Service Tax liabilities details & Sundry debtors outstanding details etc.
 - Preparing statement of customer & vendor TDS certificate.
 - Monthly Bank & Branch Reconciliation.

From Apr '05 to May '06 : Loyal TVS Co Pvt Ltd
Designation : **Branch Accountant**

Key Job Responsibilities :

- Maintaining company's account in Focus 6 Package

- Handling Main Cash book (Customers receipt) & branch petty cash.
- Preparing of Client Invoice, Material receipt & delivery challan.
- Preparing monthly Profit & Loss report, petty cash expenses & (MSR) Monthly Service Report etc.
- Coordinating with Statutory & Internal Auditors for Quarterly.

From Apr '04 to Dec '04 : S. P. Kanekar & Co. (CA Firm)
Designation : **Senior Audit cum Tax Assistant**

Key Job Responsibilities :

- Financial Statements like Balance Sheet, Profit & Loss Account, Cash Flow Statements and Accounting Standards.
- Preparing and Presenting Financial Projection to Banking and Financial Institutions.
- Tax Audits.
 - **Bank Audit** – Sanjay Co-op Bank at Bhayander & Premier Co-op Bank at Kurla
 - **Internal Audit** - Larson & Tubro (Credit Society)
 - **Audit of GRT** - shipping company (Import & Export)
 - **Stock Audit of** – Cadbury company

From Apr '03 to Feb '04 : Padmakar Wadyekar & Co. (CA)
Designation : **Computer Operator-cum-Auditor**

Key Job Responsibilities :

- Maintaining books of accounts in Tally Package, Finalisation of accounts & Tax Audit.
- Computation of Income Tax and handling Taxation matters and appearing before Income Tax Authority.
- Tax Audits & Income Tax matters.
- Bank reconciliation.

From Mar '02 to Feb '03 : Kale & Co.
Designation : **Computer Operator cum Account Assistance**

Key Job Responsibilities :

- Maintaining Computerised books of accounts in Foxpro Package & Tally.
- Bank Receipt & payment entries.
- Prepare the labels & drafting letters.

Other Knowledge

- Having Government Certificate Course in Typing with 30 W P M in English.

Personal Details

- Date of Birth : March 03, 1985
- Marital Status : Married
- Residence Address : Shraddha Infinity 2nd Floor, Flat No 204, Kokan Nagar, Bhandup (W), Mumbai – 400 078.
- Languages Known : English, Marathi, Hindi.