

VISHAL KULKARNI

Assistant Manager - Operations

PROFILE SUMMARY

- Worked as an Assistant Manager in Operations at Kotak Alternate Asset Managers Ltd., answerable for administering critical financial operations and ensuring compliance with regulatory standards.
- Earned notable accolades for exceptional performance, including the esteemed Achievers Award at Kotak, in acknowledgment of contributions to enhancing operational efficiency and client satisfaction.
- Exhibited outstanding leadership qualities by nurturing a cooperative team atmosphere while effectively managing multiple projects and meeting tight deadlines.
- Holds extensive knowledge regarding GST compliance, TDS regulations, and SEBI guidelines, ensuring diligent adherence to all statutory requirements.
- Optimized client onboarding process, achieving a reduction in turnaround time through the implementation of efficient documentation and verification procedures.
- Demonstrates a profound understanding of financial modeling and analysis, facilitating informed decision-making & strategic planning within the finance sector.
- Proficient in leveraging comprehensive tax compliance software, which enhances analytical capabilities and supports strategic financial decision-making in complex environments.

WORK EXPERIENCE

Kotak Alternate Asset Managers Ltd., Mumbai | September 2023 to February 2025
Assistant Manager - Operations

Key Result Areas:

- Spearheaded the preparation and submission of GST outward supply and E-Invoices on a quarterly basis, ensuring compliance with regulatory requirements & deadlines.
- Executed comprehensive reconciliations for GST, TDS, Bank Reconciliation Statements (BRS), & accounts receivable, enhancing financial accuracy and reporting.
- Managed the maintenance of accounts receivable records, providing detailed reports to senior management to facilitate informed decision-making.
- Administered & improvised the Oracle Accounts Receivable Module and Moneyfront system, ensuring seamless financial operations and data integrity.
- Collaborated with the Central Finance Team to address debtors' reporting issues, fostering effective communication and resolution of discrepancies.
- Addressed advisory customer inquiries with prompt and accurate responses, enhancing client satisfaction and trust in the advisory services provided.
- Calculated and reported accrual advisory fees on a monthly basis, ensuring timely recognition of revenue and compliance with accounting standards.
- Managed internal and statutory audit requests, ensuring thorough preparation and adherence to audit requirements.

Highlights:

- Improved the client onboarding process, achieving a reduction in turnaround time, thereby enhancing operational efficiency and client satisfaction.
- Recognized for exceptional performance with the Achievers Award in May 2024, highlighting contributions to operational excellence and client service.
- Implemented a new reporting framework that improved the accuracy of financial data, resulting in an increase in reporting efficiency.
- Streamlined the reconciliation process, reducing discrepancies and improving overall financial accuracy.
- Implemented a comprehensive training program for new hires, resulting in an improvement in onboarding efficiency and knowledge retention.

Accumulated a wealth of knowledge and expertise with over 3 years in the Finance sector, focusing on Taxation, Auditing, and Compliance across various financial institutions, aiming to leverage expertise in corporate finance and financial analysis within a progressive organization in the finance sector.

CONTACT DETAILS

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CORE COMPETENCIES

- Corporate Finance Strategies
- Taxation Regulations and Compliance
- Financial Risk Management
- Investment Advisory
- Audit and Assurance Standards
- Client Relationship Management
- Stakeholder Management
- Regulatory Compliance Frameworks
- Financial Statement Analysis
- Strategic Financial Planning
- Operational Efficiency Improvement

TECHNICAL SKILLS

- MS Office (Word, Excel & PowerPoint)
- Power BI
- Tally Prime – V.3
- Winman (Taxation)
- Oracle AR Module

CERTIFICATIONS

- Information Technology Training from ICAI in 2016
- Orientation Course from ICAI in 2016

EDUCATION

- ● Master of Commerce in Finance from Mumbai University in 2018
- ● Bachelor of Management Studies in Finance from Mumbai University in 2015

PERSONAL DETAILS

Date of Birth: 5th August 1994

Languages: English, Hindi & Marathi

Athena Investment Advisors, Mumbai | January 2021 to October 2022 Assistant Manager – Accounts & Compliance

Key Result Areas:

- Orchestrated the preparation and finalization of accounts for the firm and its three sister concerns, ensuring compliance with all accounting standards and regulations.
- Managed monthly GST and TDS return compliance for the firm and its sister concerns, ensuring timely submissions and adherence to statutory requirements.
- Administered SEBI compliance activities, including audits, CKYC, and CVL-KRA processes, ensuring the firm meets all regulatory obligations.
- Facilitated the client onboarding process, ensuring thorough verification and maintenance of client documentation to meet compliance standards.
- Compiled and reported on the status of accounting, compliance, outstanding debtors, creditors, monthly cash flow, and pending expenses to management.
- Coordinated with colleagues on operational tasks, ensuring seamless collaboration and efficiency in daily activities.
- Liaised with external consultants for accounting and compliance matters, ensuring all requirements are met in a timely manner.
- Represented the firm in legal matters before the Income Tax Department, SEBI, partner banks, and brokers, ensuring communication and resolution of issues.

Highlights:

- Spearheaded the implementation of a digital documentation system that reduced paper usage, promoting sustainability and improving document retrieval times.
- Conducted regular compliance training sessions for staff, which led to a decrease in compliance-related errors, ensuring the firm maintained its reputation for regulatory adherence.
- Developed a robust compliance tracking system that improved the accuracy of reporting and reduced compliance-related errors.
- Enhanced the efficiency of the client onboarding process, reducing the average processing time through improved documentation practices.

ARTICLESHIP

Vijay Mehta & Co., Mumbai | February 2017 to March 2020 Audit Assistant

Key Result Areas:

- Assisted in statutory audits for various companies, banks, and taxation assignments, ensuring compliance with all relevant regulations and standards.
- Performed the computation and filing of income tax, GST, professional tax, and TDS returns for individuals, HUFs, trusts, partnership firms, and companies.
- Provided guidance on tax planning and advance tax liability, assisting clients in optimizing their tax positions and ensuring compliance.
- Managed accounting and bookkeeping for proprietorships, partnership firms, and trusts, ensuring accurate financial records are maintained.
- Reviewed financial data to identify and resolve technical issues, ensuring accuracy and compliance with accounting standards.
- Documented supporting working papers for audits, ensuring thorough and accurate records are maintained for review.
- Coordinated with clients and third parties to ensure timely provision of information, enhancing the efficiency of audit processes.
- Assisted senior auditors with submissions to the tax department regarding refund matters and appeals, ensuring compliance with all requirements.