

CA MANOJ K. JAIN

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SNAPSHOT

Chartered Accountant with **nearly 24 years** Post Qualification experience in Audit, Taxation, Accounting, Finance, System Design, & Management Consultancy

A proactive leader with proficiency in financial planning, designing and implementing systems for exercising greater control and management

A keen communicatory with exceptional skills in liaising with government bodies for obtaining necessary permissions/ sanctions and representing in assessment and appeal proceedings

Expertise in analyzing existing systems and procedures, preparing business development plans, designing internal control systems and facilitate effective decision-making

Gained expertise in decision making and strategic planning on various matters related to Commerce, Finance and legal matters of various business organizations

Proficient in implementing systems / procedures, preparing reports / analysis to monitor the flow of Funds and facilitate optimum financial control

Well versed with modern accounting systems with cross functional experience in Project Evaluation, Funds Management and MIS Development

Exceptional negotiation and relationship management skills and abilities in liaising with Financial Institutions/Banks and other external agencies

Contributed to ICAI in preparation of Guidance Note on Bank Audit

CORE COMPETENCIES

Finance & Accounts

Preparing and maintaining statutory books of accounts viz., journal, ledger, cash vouchers/journal vouchers and subsidiaries in compliance with time & accuracy norms.

Presenting a true and fair view of the financial position of the company by preparing financial statements viz, P&L Account, Balance Sheet and annual reports

Reconciling inter-branch accounts and monitoring branch records

Preparing creditors/ debtor's reconciliation statements

Generating project reports and CMA for various clients

Formulating budgets, conducting variance analysis to determine difference between projected figures & actual expenditure and recommending / taking corrective actions

Monitoring Cash flow on the operations of the company to review the cash position and forecast funds required for numerous expenses

Taking adequate measures to ensure timely receipt / payments and legal compliance

Direct Taxation

Preparation and Filing of Income Tax Returns of various organizations and individuals

Representation before Income Tax Authorities (up to Tribunal) in Assessment and appeal proceedings

System Implementation

System designing & implementing software for various business organizations

Auditing

Performing analytical review of financial statements and evaluation of internal control systems for carrying out Internal / Statutory Audits

To ensure that accounts are prepared and maintained in conformance to statutory obligations

Ensuring compliance to statutory requirement like Income Tax, TDS, ROC, etc

CAREER SCAN

SURFACE INVESTMENTS PVT LTD ZIMBABWE Since 18-11-2012

Joined as CFO.

M K J & Company, Indore- Since March 90 till 17-11-2012 (Own

Chartered Accountant Firm engaged in Audit, Finance, System Design and Taxation for number of Corporate and Non-Corporate Clients)

Highlights:

System design and implementation of Software for Various clients of Reputed Software Development Company (1990 to 1994)

Designing and implementation of systems for Naidunia Bhopal including Circulation Billing, Advertisement Acceptance module and billing thereof (1991-92)

Involved in Preparation of Project Report and arranging Finance for a Multi Oilseed Processing Plant at Zimbabwe for an Indian Entrepreneur since inception of project. Frequent visits to Zimbabwe for overall monitoring/ Audit of working on behalf of Stakeholders

Imparting online training to staff for implementation of software.(2005 to 2010) to Multi- Oilseed Processing Plant of M/s Surface Investments Private Limited, Zimbabwe and

Share Transfer Software for a Public Listed Company having 30000 shareholders. This software had a feature of online display of signature of transferor and thus reducing time in process. (1994-1995)

Involved in selection process of Architect for IIT, Indore and contributed in drafting REQUEST FOR PROPOSAL DOCUMENT and Terms of Contract

Tata Exports Limited, Dewas - Accounts Department (Oct' 84 – Jul' 86)

Started Career in accounts department and grown in a short period of time and handled following assignments independently:

- Control and passing bill of raw materials payment

- Preparing Duty-drawback & Brand-rate applications

- Coordination in Accounts & EDP department for system design

Accounting & Reporting of Exports Sales, Exports Incentives & Raw
Material Purchase

CA ARTICLESHIP

M/s V. R. Dafaria & Co, Ratlam (Mar' 88 - Aug' 89)

M/s P.N. Nagar & Company, Indore (Aug' 86 – Feb' 88)

ACADEMIA

C.A. from Institute Of Chartered Accountants Of India in Nov. 1989
(Scored 50 out of 50 in the Company Account Paper of CA Intermediate examination)

B. Com. from Devi Ahilya Vishwavidhyalaya Indore, in 1984

M. Com. from Devi Ahilya Vishwavidhyalaya Indore, in 1986

Completed 1st year of Certificate of Proficiency in Russian Language from
Devi Ahilya Vishwavidhyalaya Indore in 1984

Editor of News letter of Indore Branch of ICAI for a period of one year

IT FORTE

Software: MS Office (Access, Excel, Words)

OS (Worked): Windows, UNIX, Dos

PERSONAL DOSSIER

Date of Birth 13th June 1965

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