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Objective :

“Hard work & smart work is the key to success.” This is what I have always believed in and implemented throughout. I would like to use my experience, knowledge and skills for implementing in the best way possible to achieve better result and growth of the company

Professional Summary:

- **More than 25Years' experience** Accounts & Finance department in computerised environments (**ERP-my SAP**) well conversant with all routine accounting and taxation related procedures up to finalisation of Accounts
- One of the Core Team Members (**FI-Module**)for implementing SAP for three time end to end implementation in Videocon Group of Companies at Aurangabad (Original Production unit is in Bharuch for Product Glass Shell Panel & Funnel & it is used in Colour Picture Tube) (Consumer & Durables and Home Appliances Industries) .
- Resigned as **Manager (Accounts & Finance)** from Videocon Industries Ltd (Glass Shell Division) at Bharuch Gujarat, as production was discontinued for last two years and large number of employees were forced for the discontinuation of the service. At that time the resignation was my own decision for better prospect and certainty and I was reporting to Vice President and also have the additional charge “Manager-Stores.
- Worked for three months (May-2018 to Aug-2018) with Badve Auto Tech Pvt. Ltd as a Manager Accounts (SAP- FI/Co expert) on a contract basis.
- Worked for two and half months (Nov-2108 to Jan-2019) with Banswara Synthetic Ltd (Garment Division – Daman) as a FI/CO SAP Consultant on contract basis.
- Worked 8 Months with Kirti Stamping Pvt. Ltd – Palej as a Manager – Accounts. I have been layed off since April-20 in covid -19 Situations.
- **Ready to compromise my past salary package in present situation and I have also motivated myself to work at all level of Finance & Accounts.**

Strengths :

- mySAP ERP 2004 (FI) Core team member for FI- module and successfully implemented FI module (4.ob and My SAP ECC5 and ECC 6 at Videocon Narmada Glass, Bharuch unit and handling all FI related issue in SAP.
- Good understanding of business processes of manufacturing industry.
- Quick learner, grasping power, highly motivated, Good Team Player.

Computer Literacy:

- Proficient in use of MS OFFICE applications like WORD, EXCEL, Power Point.
- Working knowledge of Lotus Notes, Lotus Smart Suite.
- Comfortable with Internet Application in extracting information and for communication purposes.
- Accounting software Ex - Next generation , Tally , and F.A.S

Education Background :

- **Master of Commerce – 1993 (Part_I)** from Gujarat University
- **Bachelor of Commerce B.com(62% aggregate)-1987** from Gujarat University
- **Higher Secondary Certificate (1st Class) –1984** from HSC Board – Gandhi Nagar
- **Executive Diploma in Financial Management (1stclass) - 2011** from Institute of Management – NirmaUniversity - Ahmedabad.

Professional Training & Work shopsattended :

Name of Institution	Name of Training	Duration
Gujarat State Board	Type Writing (40 WPM)	1 Year – 1988
Tata InfoTech	M S office	3- Week in March-2003
Siemens Information & Videocon Group of Companies	SAP ERP 4.0b – Core Team Member (FI-Module)	6 Months in 2000-2001
SAP India & Videocon Group of Companies	MySAP ERP-2004 (ECC 5) core Team Member (FI-Module) : Project Mission Excellence	6 Months in – 2004-2005
Infodart India Ltd	MySAP ERP- (ECC 6) core Team Member (FI-Module) :	3 Months in – 2011-2012
Ahmedabad Management Association & BDMA & Government of Gujarat	Participated in Programme on How to Succeed In Export & Import	3 Days - In – May 2011
Bharuch District Management Association- Bharuch	GST Awareness	2 days In June-2017
MSME-Technology Development Centre , Agra	GST Practitioner	4 Day 7,8,14,15 October -2017
C. K. Shah Vijapurwala Institute of Management, Vadodara in collaboration with Bharuch District Management Association (BDMA)	Diploma in Goods & Service Tax (GST)	8 Days (Sunday) Jan & Feb 2018
CA Club India and CA Aruan Chhajer	GST Completion course	April-20 (On line 60 Hours Course)

Personal Information :

- Date of Birth : 9th , April, 1967
- Cast : Hindu (VaishnavVanik)
- Married (1 Child Boy Study in Engineering (BE) .)
- One elder brother working with Gujarat Narmada Valley Fertilizer Co at Bharuch.
- Language Known : Gujarati, Hindi, English

Experience :

- Form June-19 to April-20 worked with Kirti Stamping Pvt. Ltd – Palej as a Manager Accounts. . I have been layed off since April-20 in covid -19 Situations.
- From Nov – 2018 to Feb-2019 working with Banswara Synthetics Ltd (Garment Unit –Daman) as a SAP Consultant FI Module. (Contract Basis)
- From May -2018 toAug-2018working as a Manager – Accounts with Badve Autotech Pvt. Ltd - Vithlapur in Ahmadabad District. One of the Major Customer of Honda Motor Cycle and Scooter India Pvt. Ltd
- **From Oct-91 to May 2018 (27 Years) working with Videocon Narmada Glass ,Bharuch (A Division of Videocon Industries Ltd) in Accounts and Finance department..**
- From May 90 to Oct-91 Working with Surajmani Enterprises at Daman (A Unit of Themis Pharmaceuticals) as an assistant in Accounts & Administration Department.
- From May-88 to May-90 Working with The Cambay General Hospital at Cambay, as assistant in Accounts Department.

Nature of Duties and Responsibilities:

- Supervision & Review of financial accounts for all accounting activities starting from maintenance of primary books of accounts to the P&L A/c and Balance Sheet.
- Preparation of Balance Sheet, Profit & Loss Accounts, Trial Balance and co-ordinate with statutory auditors in early finalization of Annual accounts.
- Provision and Adjustment accounting Entries related to finalization of Annual accounts.
- Have experience in working out depreciation and preparation of Fixed Asset Register
- Preparation of various details for finalization of accounts and Assessment of Income Tax.
- Also have experience of New Project accounting and capitalization of CWIP assets for new Project.
- Provided debtors and vendor ageing analysis to management and customer & vendor accounts reconciliation
- Supervising accounting work being done by the staff members
- General Ledger and Sub Ledger Scrutiny for proper accounting
- Ensure preparation and submission of timely and accurate Monthly MIS Report based on Production,,Purchases, Consumption and Expenses
- Monthly fund receipts and utilization statement (Fund Flow Statement).
- Preparing / Checking TDS, TCS, Sales Tax, Service Tax returns of the Unit.
- Preparing /Checking GST Returns etc
- Along with Management Team liaison with auditors, tax advisers and bankers and manage relationship with finance related regulated bodies.

• Invoice Verification (Procurement of Materials & Services):

- Suppliers (Raw Materials, Packing Materials, Consumables, Stores & Spares) (MIRO)
- Contracts (Civil and Erection of Plant &Machinery, Turn key projects for implements of New Project)
- Imports Capital & consumable Raw Materials (etc) &Custom Duty Payment verification.
- Labour Contractors, Repairs & Maintenance (AMC)
- Transporter (Freight outward/Inward)
- Travelling Bills of Employee

• Taxation :

- Compliance with TDS (Section -194-C, J ,I) and TCS related matters and timely submission of returns.
- Compliance with TDS (Section -195) for payment for services to Non –Residence, preparation of form 15CB , online submission of 15 CA and timely submission of Quarterly returns and issue of TDS Certificates form 16-A
- Knowledge of TDS Section -192 .

• Other Matters :

- Inter Company/Group Companies/Brach Account Reconciliation
- Familiar with Import/Export relating accounting and preparation of documents for the same
- Liaising with Banks for establishment of Letter of Credit and handling routine bank transaction & reconciliation of bank of accounts.
- Handling Import related payments etc.
- Handling of Cash activities i.e. Cash payments and receipts and Employee's Advance, Loan Accounts etc.

• Stores :

- Also familiar with all stores related matters i.e Receipts, Issue, Monthly stock related MIS, ABC Analysis, SAP stock reports etc.

- **Achievements :**

1. **Carrier Graph in Videocon Industries Ltd :** Keeping in view of my performance, dedication of work and order to enhance my productivity management has promoted in senior Level Position with good Increments in salary Package.

Year	Promoted as
1991 to 2000	Clerk to Assistant to Sr. Assistant to Jr. Officer
2001	Jr. Officer to Officer
2004	Officer to Sr. Officer
2006	Sr. Officer to Asst. Manager
2010	Asst. Manager to Dy. Manager
2013	Dy. Manager to Manager

2. **One of the Core Team Members (FI-Module) for implementing SAP 4.0b &mySAP ERP ECC5 and ECC6 in the Videocon Group of Companies.**

Period from Nov-2004 to July 2005& from Nov-11 to Jan-12 (My SAP ECC 5 & My SAP ECC 6)

My Role : FI Core Team Member to help Consultant for :

- As IS Study & to be Process
- Preparation of Blue Print Documents
- Master Data in Excel & Uploading of Master Data in my SAP BDC/LSMW in Developments, Quality/Production Client
- Modular and Integration testing in Development and Quality client
- Making changes in Configuration to rectify discrepancies
- End User Training
- Go Live Preparation for Opening Balance Upload, data migration from Legacy to SAP etc.
- Coordinate with Central Help Desk Team for day to day issues/activities, and report development

- **Salary Expected: As per company rules. / Negotiable**