

Application for the post of Sr. Accounts & Finance Manager

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Career Summary

- 18 years experience in the field of accounts, finance & taxation. (Manufacturing Co)
- Expertise in spearheading corporate and financial planning initiatives in Commercial Operation, Accounts & Finance, Auditing & Taxation.
- Expertise in designing and implementing systems to achieve financial discipline and improve the overall efficiency of the organization.
- Strong analytical skills.
- Good relationship management & negotiation skills in liaising with Banks, other financial institutions and various regulatory authorities.
- Well versed with Microsoft Navision ERP, ERP & Tally.

Key Skills

- Determining financial objectives. Designing & implementing systems, policies & procedures to facilitate internal financial control.
- Developing reports for top management summarizing the business financial position in areas of income, expenses, capital usage and cash flows, and coordinate the preparation of strategic plans, budgets and financial forecast.
- Developing and updating accounting, finance and management policies and procedures.
- Coordinating the preparation, maintenance and filing of projected P&L Account, Bills Discounting and Balance Sheet as required by bank authorities and other financial institutions.
- Coordinate the preparation of Financial Statements, Financial Reports for internal usage.
- Getting control accounts reconciled and sorting out the discrepancies.
- Liaison with business related organizations such as Banks & Govt. Department Etc.
- Filing VAT return, E-TDS payment & E-TDS quarterly return, Independent handling of VAT, TDS, TCS, Service Tax, Excise & Income tax assessment.
- Suppliers online Payment NEFT - RTGS
- Remitting foreign currency for import advance & other expenses like travelling, consultancy, advertising and project export.
- Monitoring of Purchase Bills of Raw Material, Asset & Passing Bills of expenses from various departments.
- Strong supervisory, organizational skills and computer skills.

At present working in DISHA ENGI-TECH PVT LTD as a Senior Accounts & Finance Manager from last 8 years.

- Monitoring Banking transactions & Bank Accounts & Daily Cash Transactions
- Monitoring the daily office transaction and scrutinize them on monthly basis.

- Handling Bank Accounts Receivable Management & Payment Planning
- Monitoring Accounts Work : Passing Contractor/Sub Contractor Bills / Purchase Bill & Payment , Journal Entries.
- Monitoring & E Filing-GST Tax Return, TDS Return, TCS Return , Income tax related
- Monitoring Daily Cash & Bank Transactions
- Statutory E payment : GST/CST/IGST , TDS, Income tax
- Online payment : creditors on line payment (RTGS/NEFT/TRANSFER)
- Assessment Handle : Vat (Sales Tax,) & Income tax
- Managing all accounts data and processing them for Final Accounts.
- Finalize the Balance Sheet.
- Coordinating with the Chartered accountant.
- Govt. licensing – Sales Tax, Excise, Income tax Dept & Other Govt Dept.
- Maintaining Banking relation for Fund arrangement.

Worked with Somany Ceramics Ltd (Kadi) as a Asst. Accounts manager (taxation)

- Monitoring Accounts Work: Passing Contractor/Sub Contractor Bills / Purchase Bill & Payment, Journal Entries.
- Monitoring & E Filing VAT Tax Return, TDS Return, Employee form-16, Service Tax and Income tax related, Service tax on GTA, Excise
- Monitoring Daily Cash & Bank Transactions
- Commercial – Insurance Management, C form & F form
- E payment: Vat, CST, TDS, Service Tax, Excise.
- Assessment Handle : Vat (Sales Tax,) & Income tax
- Management of Insurance portfolio.
- Managing all accounts data and processing them for Final Accounts.
- Final the Quarterly Limited Review (West & South Zone) Up to Finalize Consolidation Balance Sheet.
- Coordinating with the Chartered accountant.

Educational Qualifications

- B. Com (Saurashtra University)
- Chartered Certified Accountant (ISBM)

Computer Knowledge

- Operating Systems : Windows 98/ Windows XP
- Packages : MS Office, Microsoft Navision ERP, Micro base ERP and Tally

Employers

- Currently working as Sr. Accounts & Finance Manager for “DISHA ENGI-TECH PVT LTD.” since 2010.
- Worked an Asst- Accounts Manager for “SOMANY CERAMICS LTD” from Sep-2008 – Nov-10.
- Worked as Accounts & Finance Manager for “PHOTOKINA CHEMICALS PVT LTD” from July-2006 – August -2008.
- Worked as Senior Accounts Executive for “**M/s. ARTISTIQUE GLASS PVT LTD – DHOLKA** from July-2005 – June -2006.

- Worked as Chief Account Head for “**M/s. SST Group Company**” from July-1997 – June -2005.
- Worked as Account Executive for “**M/s. GEETA MACHINE TOOLS PVT LTD**” from April -1994 – June -1997

Personal Details

- Date of birth : 01/07/1973
- Languages known : Hindi,Gujarati,English

- I'll be very thankful to you if you'll give me this opportunity to prove myself.

- PLACE: AHMEDABAD

Date : _____