



CMA GAURAV RANE

Finance/ Accounts/ MIS Professional

Versatile, self-starter, high-energy professional, successful in achieving business growth objective with rapid changing environment



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Career Objective

Aim to associate with a progressive organization that gives me scope to update my knowledge and skills in accordance with the latest trends and be part of a team that dynamically work towards growth of the organization and gains satisfaction thereof.



Core Competencies

- Project Finance Management
- Financial Analysis, General Accounting, Direct and Indirect Taxes
- Risk Assessment and Mitigation
- Tendering, Negotiations and Contracting
- Auditing, MIS, Reporting, Planning, Forecasting, Budgeting and controlling
- Accounts Payables and Accounts Reconciliations



Work Experience

CEAT Limited (Since Mar 2018 till date)

Working as Finance Manager on a Green and Brown Field Project of Rs. 900 Crores at Nagpur Plant – Maharashtra.

Job Responsibilities:-

1. Accounts Payable

- Monthly Review of Capital Work in Progress & analysis of capitalized Assets
- Co-ordination with project team for Capitalization & allocation of cost
- Scrutiny of expenses booked under Project for eligibility
- Bifurcation & allocation of cost related to project – Pre-Operative Exp / Scrap / Power
- Fund requirement & Cash flow planning for WBS
- PR / PO review for accuracy of work order created & proper utilization of fund
- Tracking cash flow of project fund separately
- Ensure smooth operation of the routine accounting functions
- Ensure accurate uploading and subsequent authorization of various e-net payment
- Ensure timely payments to creditors, vendors, suppliers and employees
- Stock Audit as per internal Guidelines

- Ensuring adequate cover of Insurance under Erection All Risk Policy and Marine Insurance of Project
- Co-ordinating with Surveyor in case of Insurance Claim
- Reconciliations in payments is made in an efficient and accurate manner
- Insurable Spare write off with justification
- Review accuracy of journal entries and accounting classifications assigned to various records
- Scrutinize and ensure adequate financial controls are implemented at all locations and proactively escalate if required
- Preparation and maintenance of data for claiming incentive under “Package Incentive Scheme” of Maharashtra
- Fixed Assets Review in line with internal policy including Physical verification and Asset tagging

2. Project Budget and IO/ WBS Control

- Tracking of Project budget and scrutinize expenses booked under the same to ensure accuracy of IO/WBS utilization
- Ensure accurate tracking of Pre-operative Exp / Finance charges & interest cost
- Creation & maintenance of WBS under project
- Ensure timely MIS related to project cost & utilization of fund under project

3. Statutory/ Internal Compliance and Audit

- Prepare data required for various audits; coordinate and support statutory and tax audits to ensure completion within prescribed timelines
- Support Tax Audit and provided all necessary information as required
- Interface with Tax Auditors and regulatory authorities for assessments and remittances and clarify / resolve gaps, issues
- Ensure compliance to control guidelines and corporate audit observations
- Adherence to SOP and Internal Audit Observation
- Assurance of IFC points for Nagpur Plant
- Horizontal deployment of Internal Audit Observation at Nagpur Plant

4. MIS Reporting

- CWIP/ FA Review
- Project Budget – Budget Vs Actuals
- Capital Effectiveness Report
- Mould Reconciliation
- Project Vendor Reco, Advance and GRIR Report
- Internal Audit Tracker
- IFC compliance Report

ITC Limited (From Nov 2014 – Mar 2018 through Campus placement)

Working as Project Finance Controller handling a diversified portfolio of ITC's in-house infrastructural projects like manufacturing facilities and warehouse spread across multiple states with planned investment of more than Rs. 1450 Crores.

Job Responsibilities :-

1. Financial due diligence and budgeting

- Evaluating infrastructure investment proposals with user division
- Estimating project budget based on both internal & external datas and factors
- Exploring various incentive schemes, tax benefits associated with industrial developments and availing input tax credit
- Evaluating financial health of potential associates like contractors, suppliers and consultants, assigning ratings and fixing monetary bandwidth

2. Handling entire Procure to Pay Cycle

- Managing the entire P2P process including tendering, negotiation, order creation, contracts drafting, forex covers, utilization of various import Licenses etc.
- Developing material procurement/ order placement schedule, taking project timeline into account
- Leading the Accounts Payable function and ensure accurate invoice certification and timely payments to vendors as per agreed credit terms/ commitment to stakeholders
- Administer the accounting system (SAP) and ensure compliance to internal controls, chart of accounts, segregation of duties and authority matrix
- Monitoring EMD, Advance and Contract Performance Bank Guarantees from vendors
- Maintenance of FAR, conducting project capitalization and ensuring proper bookkeeping for the projects handled
- Handling on a regular basis both internal and statutory audit for the project
- Providing support and liaisoning with authorities towards obtaining various statutory approvals, like Environmental Clearance, Building Plan approval, NOCs from Fire Dept etc.

3. Handling & Controlling board sanctioned budget

- Monitoring of budget heads/Internal Order (I/O) in SAP & analysis of cash flow and commitment against budget
- Ensuring proper control over project management expenses and other project related expenses to avoid cost overrun
- Coordinating and regular engagements with stakeholders to finalize over monthly expenditure and helping them adhere to their respective budgets
- Monthly variance analysis of budget against actuals and regular MIS to management

- Ensuring proper cost capturing and provisions to avoid cost spillovers

4. Handling insurance coverages

- Managing Insurance Policy such as CAR, EAR, BMC, Marine, Motor vehicle, cash in safe & transit etc taken for Project. Keeping a track of all such policies in force, their premium and renewal timelines
- Floating RFQ, Negotiation and finalize contracts (incl. rates, discount etc.) with Insurance Companies
- Handling claim settlement with Insurance Company

5. Financial Planning and Reporting

- Project financial update to management via Project Back Reports, Capex Reports, Budget Utilization Report, etc.
- Providing compliance report for commercial statues along with risk report backs on monthly basis
- Providing monthly forecast regarding cash flow, CWIP, PME, advance adjustment and retention release
- Providing variance analysis for the above, along with reason and mitigation plan
- Preparing Annual capex/investment plan for next five years

6. Indirect Tax Administration

- Handling VAT audit, monthly filling of VAT returns and correct availment of input VAT credit
- Processing the WCT Payment to State Level Assessing Authority and issuance of WCT Certificates etc thereof
- Preparation and filling of WCT Return with respect to contractors working on Works Contracts
- Preparation of TDS reconciliation statement to facilitate error free deposition of TDS

7. SOP (Standard Operating Procedures) Developer

- Drafting project related SOP's to ensure proper and effective process control
- Getting the same reviewed and approved both internally & externally
- Facilitating training for SOP implementation
- Regular reviewing and development of implemented SOP's at place

8. MIS Reporting

- Project Back Report
- Cash Flow Forecast Report
- Financial Plan of entire project tenure

- Financial Data for Monthly Review meeting
- Cost To Complete (CTC)
- Project Management Expense Report Back
- CAPEX/Capitalization Report Back
- TDS/VAT/WCT Report Back
- Vendor Ledger Balance Report Back
- Quarterly Provision Report Back and Tracking

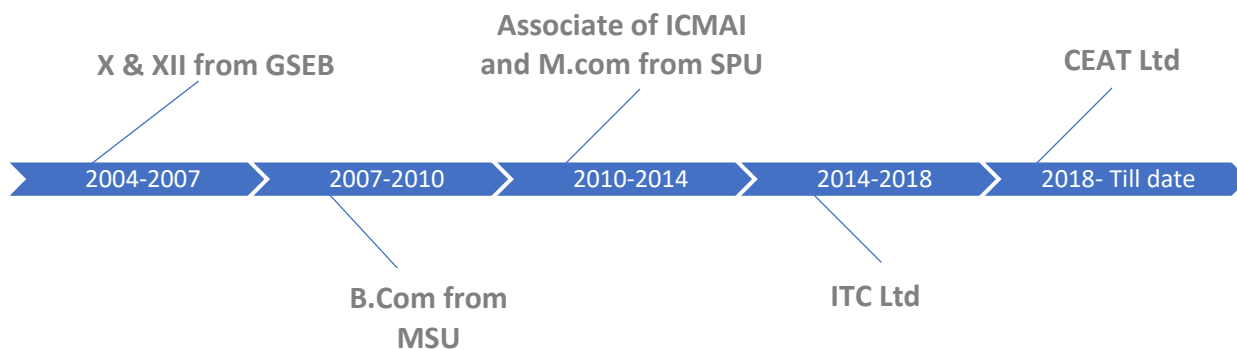


Academic Qualification

- Qualified Cost Accountant from Institute of Cost and Works Accountants of India (ICWAI) – 56%
- M.Com from Sardar Patel University, Anand – 53%
- B.Com from Maharaja Sayajirao University (MSU), Vadodara – 60%
- XII (Commerce) from Silver Oak School, Vadodara – 67%
- X from Shreyas Vidyalaya, Vadodara – 56%



Career Timeline



Computer Proficiency

- SAP R3/S4 version
- Exposure of working on ERP environment and tailor-made software viz Arrow
- MS Office
- Tally



Personal Details

Date of Birth – 11th October 1989

Present Address – Flat no. 703, Nilgiri Block, Himalaya Empire, Beltarodi Road, Nagpur – 4400025

Permanent Address – Second Floor, Sahajanand Appt, Kasar Falia, Opp. Govt Press, Kothi Road, Vadodara – 390001

Languages Known – English, Hindi, Marathi and Gujarati

I declare that the above particulars are true, correct and complete to the best of my knowledge.

GAURAV SHANKAR RANE