



SATISH GARG

Open to Work

Kandivali East, Mumbai, Maharashtra, , India

+91-9970811940 | skgarg.1007@gmail.com



JOB SEARCH PREFERENCES

Work Status	Employed At Work
Job Search Progress	Open to Work
Remote	Interested in Working Hybrid



LOOKING FOR

Position Designation	Above Manager
Work Type	Full Time
Expected Salary	As Per Company Standards
Notice Period Duration	90 days



PROFILE

Experienced finance and accounts professional with expertise in financial reporting, planning, and analysis, MIS, budgeting, audit management, and statutory compliances. Proven track record of ensuring accuracy and compliance with industry standards in financial reporting. Skilled in optimizing resource allocation for enhanced operational efficiency through financial planning. Proficient in managing audits and closing indirect taxation appeals, maintaining impeccable financial records. Strong knowledge of statutory compliances to ensure legal adherence and risk mitigation.

KEY SKILLS

- Financial Reporting and Statements Finalization • Audit Supervision and Management
- Statutory Compliance Management • Relationship Manager for Bank and auditor.
- MIS Report Preparation • Budgeting and Forecasting
- Tax Audit Reporting • Accounts Receivable & Payables Management
- R2R Process Management • Fund monitoring and optimum utilization
- Service Tax & ROC Compliance • General Ledger Accounting
- Credit Control and Collections

SOFT SKILLS

- Effective Communication • Result Oriented
- Interpersonal Skill • Team Leader and team player
- Problem Solving • Adaptability and quick learner

MAJOR ASSIGNMENTS

- Played a key role in establishing the operational state of TIIS and setting up the accounts department.
- Successfully secured a refund of INR 49 Lakhs that was held up in a service tax appeal with the department.
- Secured a refund of INR 32 Lakhs that was stuck in an appeal with the MVAT department.



WORK EXPERIENCE

Finance & Accounts Manager
Tata Indian Institute of Skills (TIIS), Mumbai

March 2021 - Present

DUTIES AND RESPONSIBILITIES :

- Actively collaborating with the CEO and senior management.
- Leading financial planning and budget forecasting initiatives in close partnership with the CEO.
- Continuously preparing and submitting various financial reports to Tata Trust, maintaining strict periodicity.
- Taking charge of finalizing and preparing financial statements, ensuring accuracy and compliance.
- Overseeing and managing month-end closure activities, producing detailed Management Information System reports.
- Fostering a productive working relationship with the National Skills Training Institute, MSDE, a government entity.
- Engaging in ongoing discussions with banks to facilitate the issuance of Performance Bank Guarantees for project needs.
- Vigilantly supervising the organization's cash flow position to maintain financial stability.
- Monitoring and managing statutory compliances, including TDS, PF, PT, GST, and other pertinent regulatory obligations, as part of current responsibilities.

Accounts Manager

Hindusthan Chemicals Company (Hindusthan Engineering and Industries Limited, Kolkata), Mumbai

February 2020 - August 2020

DUTIES AND RESPONSIBILITIES :

- Led the finalization process of IND AS compliant financial statements, ensuring adherence to regulatory standards.
- Effectively managed month-end closure activities, streamlining financial operations for timely reporting and decision-making.

Assistant Manager - Accounts

Vinmar Business Services Pvt. Ltd. (Vinmar International Ltd. USA), Mumbai

May 2016 - January 2020

DUTIES AND RESPONSIBILITIES :

- Engaged in the finalization of accounts and preparation of Financial Statements in adherence to Accounting Standards.
- Supervised and monitored various audits under Income Tax and Company Laws to ensure compliance.
- Managed the timely and accurate preparation of Management Information System (MIS) reports to support decision-making processes.
- Solely responsible for executing and managing the budgeting and forecasting process, including conducting variance analysis.
- Oversaw and managed General Ledger (GL) accounting, Record-to-Report (R2R), and Procure-to-Pay (P2P) processes.
- Continuously monitored cash flow positions and efficiently managed surplus funds in the money market.
- Successfully prepared and submitted transfer pricing reports (3CEB) and tax audit reports (Form 3CD).
- Ensured prompt compliance with Tax Deducted at Source (TDS) regulations, including computation and periodic TDS return filings.
- Managed the computation, payments, and monthly returns for GST, as well as completed GST audits.
- Oversaw the management of Service Tax returns, refunds, and GST refunds (RFD-01A). Successfully resolved a Service Tax appeal matter and secured a refund of Rs. 49 Lakhs under appeal.
- Managed various Registrar of Companies (ROC) compliances, including maintaining minutes books, submitting Annual Returns in Form AOC-4 and MGT-7, and handling various other forms and reports.
- Effectively managed Accounts Receivable and Payables processes.

SAP BPC Consultant

Infocost Solutions Pvt. Ltd., Mumbai

June 2015 - December 2015

DUTIES AND RESPONSIBILITIES :

- Analyzed As-Is documents to thoroughly understand existing processes and workflows.
- Executed To-Be process documents to facilitate a seamless transition to the Business Process Coordination (BPC) model, ensuring improved efficiency and effectiveness.

Assistant Manager - Accounts

Dr. Batras Positive Health Products Pvt. Ltd. (Dr Batra Group), Mumbai

January 2013 - April 2015

DUTIES AND RESPONSIBILITIES :

- Independently managed the finalization and preparation of Financial Statements in compliance with Accounting Standards.
- Ensured the timely and accurate preparation of Management Information System (MIS) reports to support decision-making processes.
- Effectively managed Credit Control, including collections and fund flow.
- Executed Bank reconciliation, vendor account reconciliation, and customer account reconciliation to maintain financial accuracy and integrity.



Diploma in IND-AS (IFRS), ICAI

The Institute Of Chartered Accountants Of India , - Pursuing

Diploma in Masters In Business Finance Certification, ICAI

The Institute Of Chartered Accountants Of India, May 2012 - May 2013

Professional Degree in Associate Chartered Accountant , ICAI

The Institute Of Chartered Accountants Of India, May 2006 - May 2010

Bachelor Degree in Bachelor Of Commerce , S D Govt College

M.D.S. University, Ajmer , July 2002 - April 2005



LANGUAGES

English

Professional working proficiency

Hindi

Professional working proficiency



SKILLS

• • • • •

Microsoft Office - (Microsoft Word, Excel, PowerPoint, Outlook)

• • • • •

SAP FI Module, Tally ERP, Blackline, Spine FA Module



PERSONAL INFORMATION

Gender

Male

Blood Group

O+

Relationship

Married



DECLARATION

The above mentioned details are true to the best of my knowledge and given a chance, I shall discharge my duties to the entire satisfaction of my superiors. Hope that credentials satisfy your requirement & looking forward for further contacts.

Place

Mumbai