

# Ketan Vijay Bhosale

## Key Skills

Accounts Receivables & Payables

Cash Flow Management

Internal Audit & Compliance

Budgeting & Cost Control

Taxation & MIS

Monthly, Annually Closing Books

Strong Communication

Systems analysis

Analytical Skills

## Computer Skills

MS Word & Excel

★★★★★

Tally

★★★★★

SAP

★★★★★

Oracle ERP

★★★

## Summary

Master of Commerce specializing in Accounts and Finance with 15 years of Experience in General Accounting, Cash Flow planning and MIS. Seeking to leverage my professional expertise and experience as an Accountant

## Experience

**Accountant – May-2022 to Till**

**Sayona Drinks Ltd – Motisun Group, Dar es Salaam, Tanzania**

- Managing 4 Depot activities and guiding Depot Accountants to operate depots smoothly
- Handling Accounting Receivable & Payable
- Preparing Debtor Ageing, Creditor Ageing
- Assisting Account head in monthly MIS preparation
- Prep

**Accountant – Feb-2021 to Jan-2022**

**Metworld DMCC, Dubai**

- Worked as an Accounting Team Lead; managed & supervised a team of 3 personnel of factory.
- Prepared and implemented accounting and internal controls processes
- Presented books of accounts and controlling operations Balance Sheet, P & L Account and Inventory report to Management on Monthly basis.
- Prepared Debtor ageing and follow up with Sales team
- Provided product costing to management for production planning.

**Assistant Account Manager – Dec-2017 to Feb 2020**

**Nyanza Bottling Co Ltd (Bottler of Coca-Cola), Tanzania**

- Prepared documented systems, policies and procedures in finance and accounts.
- Maintained Cash flow on weekly/monthly/half yearly basis.
- Played a key accounting role on various project teams ensuring mandates completed in accordance with company financial guidelines and budgetary allowances.
- Maintained a Tax Dairy and ensuring all the statutory payments are made on time.
- Liasioning with banks for all bank related activities i.e. negotiation of foreign currency rate, documentation for new accounts/ updates/ loan application.
- Analyzing debtor/ creditor ageing and provide data to management for decision making
- Responsible for monthly GST Liability calculation

## Contact

---

**Address:**

A-37, Hariom Dham Soc., B/h  
Makarpura Bus Depot, Vadodara,  
Gujarat – 390 010, India

**Phone:**

+91 99783 43839  
+255 764 402 225

**Email:**

[kvb111@gmail.com](mailto:kvb111@gmail.com)

**LinkedIn:**

[linkedin.com/kvb111](https://www.linkedin.com/kvb111)

**Date of Birth:**

25<sup>th</sup> November 1983

## Languages

---

English, Hindi, Gujarati, Marathi

## Hobbies

---

- Cricket
- Yoga
- Badminton

## Achievements

---

- Obtained certificate of Bright Spot for Initiates Project Pyramid from Pirojsha Godrej
- Appreciated for timely Service Tax department audit completion for FY 2010-12 by Executive Director of Godrej Properties Limited
- Received appreciation for completing the Gujarat VAT remission scheme working for five years
- Appreciated by Kellogg Brown & Root Inc for exceptional commitment to promote Quality

**Asst. Manager – Account & Finance – Mar 2011 to Nov 2017****Godrej Properties Limited, Ahmedabad, Gujarat**

- Prepared data for GST Return & GST/Service Tax Audit (Output Liability, RCM, CENVAT credit)
- Preparing VAT liability, return, assessment, TDN return data and WCT Form 703 issued to vendor.
- Responsible for all Account Receivables & Payable activities in SAP.
- Providing all MIS & Reports for Account Receivables weekly & monthly basis using BIBO module.
- Working on contribution achieved (on the basis of work completion method) on Quarterly basis.
- Preparing Stock statement like unbilled revenue data, advance received based on work completion method
- Assisting senior management for AOP & LRP planning.
- Providing comparison of Actual VS Budget cost.

**Accountant – Jun 2010 to Mar 2011****Jay Narayan Enterprise, Vadodara, Gujarat**

- Maintaining all Accounting activities in Tally 9 ERP.
- Handling cash and bank transactions and maintaining petty cash, bank reconciliation etc.

**Quality Administrator – Nov 2008 to Apr 2010****Kulak Construction Co. (Contract - Kellogg Brown & Root Inc)**

- Provide administrative project and process support for the Quality Department, supporting the Quality Manager.

**Account Assistant – May 2008 to Nov 2008****Hari Orgochem Pvt Ltd, Vadodara, Gujarat****Asst. Account Officer – Dec 2006 to Mar 2008****Picfare Industries Ltd, Kampala, Uganda****Account Assistant – Feb 2006 to Nov 2006****M.V Dey & Co. (Chartered Accountants), Vadodara, Gujarat**

## Education

---

- Master of Commerce (Accounting and Finance Management), April – 2006 Maharaja Sayajirao University, Vadodara, Gujarat Accomplished with 57 %
- Bachelor of Commerce (Accounting and Auditing), April – 2004 Maharaja Sayajirao University, Vadodara, Gujarat Accomplished with 60 %

## Courses

---

- SAP FICO training, AGC Infotech Pvt Ltd, Ahmedabad
- Tally 9 Training, Tally Academy, Vadodara
- Computer Operator cum Program Assistance, ITI Vadodara