**SHUKLA KANDARP PRABHAKERBHAI**

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**OBJECTIVE**

Seeking managerial level assignments in Finance & Accounts, Commercial Operations and Taxation with an organisation of high repute, preferably inManufacturing Sector in Ahmedabad Dist. / Vadodara Dist./Mehsana/ Gandhinagar Dist.

**PROFILE SUMMARY**

Total 11years of experience in Finance & Accounts, Commercial Operations, Taxation and Bank Reconciliation. Well versed in devising capital & operating budgets and conducting financial analysis, accounting policies & procedures and business process improvements ideas. Proven ability in improving operations, impacting business growth & maximizing profits through internal control & productivity. Adept in controlling performance & business operations and working closely with other business & support functions to drive operational excellence.

Expertise in applying principles of accounting for conducting studies which provide detailed information. Possesses an ability to apply advanced audit techniques to achieve organizations goals. Excellent abilities in analyzing complex problems to develop corrective action alternatives, preparing comprehensive, clear, concise reports and training and evaluating staff to maintain objectivity and impartiality. An excellent communicator with demonstrated capabilities in negotiating with statutory authorities for securing sanctions & exemptions.

**CORE COMPETENCIES**

* Managing finance functions involving determining financial objectives, designing & implementing systems & procedures to facilitate internal financial and process controls
* Compiling &analyzing financial information for preparing entries and documenting transactions and establishing & coordinating implementation of accounting control procedures
* Monitoring preparation of statutory books of accounts, bank, intercompany & party reconciliation and consolidating reports in compliance with time & accuracy norms
* Supervising inflow / outflow of funds, taking adequate measures to ensure optimum utilisation of available funds towards accomplishment of organisational objectives
* Evaluating internal control systems / procedures, preparing audit reports and implementing necessary recommendations
* Computing & arranging for timely deposit of taxes and filing of returns for timely completion of assessment and ensuring statutory compliance

**ORGANISATIONAL EXPERIENCE**

**Since Apr’16 : Sumeru Group Ahmedabad as AccountManagar –Accounts, Finance, Taxation, Commercial and HR Department**

* Handling all over accounts, finance, direct and indirect taxation along with return filling, Balance Sheet, Fund Flow Statement on Daily basis, Statutory Compliance, New Banking Proposal, CMI Datas as per bank etc.
* Salary Sheet and PF,ESIC
* Commercial Tracket and follow up with Customers regarding Payment Recovery
* Statutory And Internal Audit
* Financials and Minthly MIS Report.

**Accomplishments:**

* Statutory Audit and Internal Audit.
* Making System Control
* New Finance proposal on the basis of provisional balance sheet.

**Jul’15-Mar-16 : Plastene Group Ahmedabad as AccountManagar –Accounts, Finance, Taxation and Commercial, Department**

* Handling accounting and checking of sales, purchase, capital and expense invoices, Branch Activities
* Finalization of books of Accounts and Documents to be prepared
* Preparing Balance Sheet along with Cash Flow as per Revised Schedue 2 on yearly basis and doing Statutory Audit
* Preparing Prvisional Financials on Monthly basis
* Handling Statutory Liability I.E.TDS, Service Tax, Excise
* Filling of TDS Return on quarterly basis and Service Tax Return on half yearly basis
* To prepare the TDS calculation of Various Employees.
* Income Tax Submission and various datas to be prepare as per IT Notice
* Inter Company and Inter Unit Reconciliation
* Coordination with Plant Accountants
* Preparing Fixed Assets Register as per Companies Act 2013 (Useful Life)
* Stock Valuation of Raw Material on FIFO Basis and Finished Goods on Market Price or Selling Price whichever is lower.
* Cost Audit
* Due Diligence Audit.
* 26AS Reconciliation

**Accomplishments:**

* Statutory Audit and Cost Audit.

**Oct’13-Jul-15: ParixitIndustries Ltd. Sanand asAssistant AccountManagar –Commercial Department**

* Handling accounting and checking of sales, purchase, capital and expense invoices, Branch Activities
* Supervising payment procedure and devising reports like Security Deposit, EMD & Other Deposits, Branch Commission Notes to Dealer etc.
* Handling Bank Reconciliation, Bank Receipt and Bank Payment Entries.
* Making Online Payments (RTGS/NEFT) through SBI,HDFC.
* To submit MIS report on Daily, Weekly and Monthly Basis.
* Maintaining various FDR Statements
* Coordination with Auditors about Physical Inventory verification and Stock Valuation on FIFO Basis on Monthly basis.
* Making Inventory Valuation on Monthly Basis and auditors are verifying the same
* Preparing Various MIS reports on Monthly basis like Branchwise Profitability Statement, Provision of Interest to Suppliers, FDR Provision, etc.
* Finalization of books of Accounts and Documents to be prepared(Balance Sheet as per revised Sch-VI)
* All types of TDS and TCS datas to be prepare and verify for Return Filling,
* Generating Form No: 16 for Employees.
* TA/DA checking
* Coordination with PWC Auditors, Statutory Auditors and Internal Auditors
* Checking of Debit Note of Interest calculation of Suppliers
* Preparing Inventory Valuation as per VAT Format 201-C.
* Preparing Fixed Assets Register As per Companies Act 2013.

**Accomplishments:**

* Deducted KMS in TA/DA as per policy
* Raised the debit note if Interest Calculation is wrong.

**Oct’08-Jun’13: Doshion Veolia Water Solutions Pvt. Ltd., Ahmedabad as Deputy Account & Finance Manager**

**Role:**

* Handling accounting and checking of sales, purchase, capital and expense invoices
* Supervising payment procedure and devising reports like Security Deposit, Debit Balance of Suppliers/ Contractors, EMD & Other Deposits, Liabilities, Employee Accounts, etc.
* Managing fixed assets registers and depreciation schedule as per Income Tax Act
* Handling bank, intercompany and party (customer and vendor) reconciliation
* Finalization of books of Accounts and Documents to be prepared(Balance Sheet as per revised Sch-VI)
* All type of Payments to be made.
* Matching all Statutory Accounts with any type of Register.
* To make different policies of the Company.
* Cash Flow Statement
* Looking after ageing of sundry creditors and debtors and devising tax audit report
* Handling Branch Imprest Accounting as per Imprest policy of the Company.
* Foreign Exchange Fluctuation sheet to be made
* Sundry Debtors (Export) Ageing in Foreign Currency in Excel.
* Capturing Project wise datas for RMC and Expenses from ERP software.
* Preparing Project wise Cash Flow Statement along with Schedules.
* To prepare Cash Flow/Fund Flow Projection plan on the Basis of Outstanding and Payment terms
* To handle all types of Statutory Liability along with Challan.
* To prepare the TDS calculation of Various Employees.

**Accomplishments:**

* Raised the debit note to Suppliers/Contractors/Any Vendors while purchase and Expense Vouchers Booking for the reason of Rate Difference, Poor Quality of Material or Quantity Difference or any Taxes.
* Passed Freight Invoices which is matching Rate Contract and if not matching we will raise the debit note accordingly.
* Deducted KMS in Cash Voucher as per policy
* Bagged certificate in Doshion Group for:
* Achieving Best Performance in Service Department
* Best Dressed Male

**PREVIOUS EXPERIENCE**

**Apr’07-Aug’08: Spentex Industries Ltd., (CLC Group) Sanand as Account Supervisor-Commercial Department**

**Role:**

* Devised payment procedures, MIS and costing reports
* Finalization of books of Accounts and Documents to be prepared
* Sales, Purchase, Capital and Expense Invoices to be accounting and Checking
* Handled VAT returns & Excise reconciled it with head office
* Reconciliation with Head office.

**Accomplishments:**

* Raised the debit note to Suppliers/Contractors/Any Vendors while purchase and Expense Vouchers Booking for the reason of Rate Difference, Poor Quality of Material or Quantity Difference or any Taxes

**Apr’06-Mar’07: Gyscoal Alloys Ltd., Ahmedabad as Accounts Assistant**

**EDUCATION**

2009 MBA (Finance & Accounts) from ISBM, Ahmedabad

2006 M.Com. (Accounts, Marketing & Strategic Management) from Gujarat University

2004 B.Com. from S.P. University

**ADDITIONAL QUALIFICATIONS**

* DBA (Finance & Accounts) from NIM, Ahmedabad
* Industrial Accounts (Tally, VAT, Excise, Pay Rolls, Taxation, Investment & Banking Schedules) from Institute of Computer Accounts
* Typing speed of 40word/minute from GEB, Ahmedabad in Nov’1996
* MS Office Course from SSI, Ahmedabad in Apr’01
* Appeared in Course of Care regarding Credit rating.
* CA (PE-II) from ICAI, Mumbai

**TRAINING ATTENDED**

* Attended training in Rajiv Ravani& Co., Ahmedabad for the period Apr 2003 to Mar 2006.
* To prepare Books of Accounts
* Bank Audit/ Statutory Audit/ Internal Audit
* For finalizing of accounts, audit
* Bank audit & company audit & taxation work
* Internal Audit & stock audit of different private limited concerns

**PERSONAL DETAILS**

Date of Birth: 9th Jul’1983

Permanent Address: B.No.12, Vasundhara Colony, Old Dhor Bazaar Road, Kankaria, Ahmedabad-380028

Languages Known: English, Hindi and Gujarati