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| **TEJAS S KOTADIA**  **Strategic Professional**  An effective leader with commendable contribution in managing all business planning and operations of Account & Finance  for the organization, targeting assignments in:  **Accounts & Finance/ Strategic Planning/ Business Operations**  **Profile Summary** | |
| * **Achievement-Driven Professional** with **nearly 23 years of expertise** in heading finance functions involving determining financial objectives, designing & implementing systems, internal control, policies & procedures * Experience of working in industries such as **MNC, Manufacturing, Service & Retail industries** * Implemented financial results forecasting system for providing accurate future results projections & budgeting system ensuring timely compilation & presentation * Acknowledged for delivering major cost savings for several organizations and streamlining existing systems and procedures * Leveraged skills in mentoring the new team members to come up the learning curve for ensuring meeting of targets and key performance standards * Liaised with the top management to build strategies including the evaluation of strategic options and initiatives * Knowledge of latest **ERP Systems like SAP and D-365** * Capability of managing **talented professionals** and building teams that well exceed **corporate expectations**   **Notable Accomplishments Across the Career**   * Steered finance and accounting matters after joining as a Finance Controller in 2014; worked towards improving and executing strategies and processes, accomplishing corporate goals and profitability * Subsequently rose to a position of a Country Head with additional responsibilities of overall India Operations and part of the apex management * Led the implementation of various SOPs like credit policy, HR policy, purchase policy, budget, cost accounting and fund management, internal financial control (IFC) and credit control * Streamlined the integration and implementation of ERP (Microsoft D 365) with reference to SOPs and local law requirement * Maintained strong financial control and fund management and ensuring zero debt company   **Work Experience**  **Since Jul'14**  **Songwon Specialty Chemicals India Pvt. Ltd., Panoli, Ankleshwar as General Manager - Finance**  **Key Result Areas:**   * Ensuring appropriate financial procedures and practices are in place in line with group and local accounting policies and in line with IND-AS and IFRS * Conducting financial planning & analysis and controlling functions * Spearheading the Finance & Administration Teams and achieving the company’s legal and financial obligations and the reporting requirements of local, regional & corporate offices | **Academic Details**  Chartered Accountant (C.A.) from Institute of Chartered Accountants of India in 1998  Bachelor’s Degree (B. Com) in 1992 from Gujarat University, India  Core Competencies  **Account & Finance (INDAS)**  **Strategic Planning**  **Business Operations**  **Internal Control**  **Legal, Statutory & Internal Auditing**  **Budgeting & Forecasting**  **GST, International & Local Tax Compliance**  **ERP Implementation (D 365)**  **SOX compliance**  **Cost Savings**  **MIS Reporting**  **Team Building & Leadership** |
| * Presenting information to the management, and monitoring business performance progress in line with the target, and give suggestions * Liaising with the management team, develop and implement financial strategies, which are aligned with and support the Global and Regional strategic business plans * Implementation of Risk Control Matrix (RCM) (PTP, OTC, RTR, and other areas) for compliance of Korea SOX. * Implementing internal control disciplines throughout the region to maintain integrity and accuracy of financial reports * Reporting and Interpreting Ascertaining financial results and recommendations to the Global CFO and management team * Formulating cost report and presenting variance analysis between standard cost v/s actual cost * Maintaining and developing internal financial control for organization * Preparing all budgets and forecast and presenting detail analysis about actual performance v/s budget * Adhering to department budget through periodic reviews; identify and report deviations if any * Checking account receivable and establish process of credit limit establishment as per global guideline * Managing an effective cost reporting system and financial risk management * Monitoring debt levels and compliance with debt covenants * Maintaining local financial policies, procedures and systems ensuring compliance with local laws and regulations * Supervising tax compliance and submissions covering corporate tax, GST and withholding taxes including tax returns, internal reporting and tax accounting * Adhering to statutory compliance like GST and general compliances like structure of the invoice, compliance to terms and conditions of the contract * Liaising with global IT team for implementation of various process in Dynamics – D -365- ERP   **Feb’10-Oct’13 Flucid Jewellery Pvt. Ltd., Ahmedabad as GM- Finance and Accounts & MIS**  **Key Result Areas:**   * Ensured the finalization of accounts for group companies as per revised schedule VI of the companies act, prepared and filed XBRL report * Worked on inventory control for all plants and reconciliation of material accounts with labour parties * Controlled monthly closing activity for books of accounts of the company * Ensuring statutory compliance like TDS, Service Tax, VAT, Cess, Indian AS * Liaised with bankers for assessment/renewal of working capital (submission of quarterly/monthly statement to banks, yearly bank audit) * Checked all bank guarantee limits, extensions & cancellation of the same on order completion * Implemented MIS System, cost control system, budgeting system for various units of the company and be responsible for the same   **Previous Experience**  **Aug’09-Jan’10 Lake & Co., Chartered Accountant, London, U.K. as Chartered Accountant and “Consultant” for Business Process Reengineering**  **Feb’07-Aug’09 Reliance Retail Limited, Ahmedabad- India as Chief Manager**  **Feb’04-Feb’07 Reliance Communication Ltd, Ahmedabad –India as Manager**  **Jul’03-Jan’04 Amul-GCMF, Anand- India as Senior Executive**  **Jun’02 –Jun’03 Ashima Textile Ltd, Ahmedabad- India as Assistant Manager**  **Jan’98-May’02 Ramanlal G Shah & Co-CA, Ahmedabad- India as Chartered accountant**    **IT Skills**   * Microsoft Dynamics AX, Navision, SAP & Tally   **Personal Details**  **Date of Birth:** 2nd November 1972  **Address: A-43 Orchidwoods, opp Vodafone office, Corporate Road, Satelite, Ahmedabad**  **Languages Known: English, Hindi and Gujarati** | |