

Rakshit Bhupatrai Lotia

Address: A/3, Image Flats,
Vasna, Ahmedabad.
Contact No.:- +918291118504
Email: rakshit1971@yahoo.com



FINANCE & ACCOUNTS MANAGEMENT PROFESSIONAL

Strong track record of exceptional performance in competitive scenarios

OBJECTIVE: Seeking challenging senior positions as Financial Controller/Finance Manager with reputed MNC/Domestic organizations across Oil, Gas, Mining, Steel, Construction, Retail Chain Store/ Supermarket, Hospitality Sector, demanding high standards of quality and precision, and contribute to the growth of the company.

CAREER SYNOPSIS: Proactive, result oriented and multi-tasking professional with 27+ years of accomplished experience across Finance & Accounts, Strategic Planning, Cash Management & Analysis and Business Development. Pragmatic, with proven managerial acumen and abilities to withstand work pressures, deliver assignments within specified time frame without compromising on quality benchmarks. Currently working with Pramukh Modular Kitchen as Hr & Finance Head & Manager.

- ⇒ **Demonstrated expertise** in handling Management Accounting, Retail Channel Store Accounting, financial crises, Negotiations, HR and general Administration.
- ⇒ **Established credentials** in formulating and implementing financial procedures and finalization of accounts as per statutory requirements.
- ⇒ **Hands-on experience** in preparing monthly - annual budgets & Forecast, managing key accounts and credit control.
- ⇒ **Skilled at devising** and implementing strategy for enhancing business volumes & growth and achieving revenue and profitability norms.
- ⇒ **Fully abreast** with the modern accounting systems & procedures and adept in cash flow control, distributorship management, promotional campaigns, key accounts and interpreting financial data.
- ⇒ **Out-of-the-box-thinker**, innovative with good relationship building & management, people management skills and client servicing with expertise in promotional campaign and PR management.
- ⇒ **Outstanding skills** in designing competent business strategies, policies and goals for accomplishment of company's vision, strategic direction and long term business prospects
- ⇒ **Commended for effective** formulation and implementation of internal control processes and Standard Operating Procedures for Finance & Accounts.
- ⇒ **Possessing positive attitude**, entrepreneur like thinking, superior communication and interpersonal skills, capable of resolving multiple and complex issues and motivating staff to peak performance.

BASKET OF COMPETENCIES

▪ Vision, Mission & Strategic Planning	▪ Channel Management	▪ Finance & Accounts
▪ Business Development	▪ Cash Management	▪ Corporate Financing
▪ Budgeting	▪ Auditing	▪ Regulatory Compliance
▪ Public Relation	▪ Sales & Marketing	▪ Liaising & Coordination
▪ Forecasting	▪ Training & Development	▪ Team Leadership skills

PROFESSIONAL EXPERIENCE

WISH (Women Intern And Student Housing)
HR. and Finance Manager.

Sep. 2019 – Present.

Key Responsibilities:

- Responsible for timely and accurate preparation of statutory books of Accounts, Bank Reconciliation, Party Reconciliation and Consolidated Reports in compliance with the standard procedure.
- Entrusted with the responsibility of managing customer centric operations for achieving delivery and service quality norms for the full satisfaction of customers.

- Heading and managing a team of 75 staff members very effective & satisfactory of each staff.
 - Preparing the MIS Reports, Cash & Fund Flow Statement, CFS, Balance Sheet, Audit Reports and other financial reports.
 - Identifying and exploring business opportunities & clientele to secure profitable business volumes.
 - Maintain Staff record, also prepare staff salary as per law and daily attendance record.
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The Dwellwell Premisis LLP. Juhu, Vile Parla, Mumbai.
Purchae, Store and Accounting Manager (F & B Department)
(Part of WISH)

Jan. ' 2019 to July ' 2019

Key Responsibilities:

- Manage all F&B and day-to-day operations within budgeted guidelines and to the highest standards
- Preserve excellent levels of internal and external customer service
- Design exceptional menus, purchase goods and continuously make necessary improvements
- Identify customers' needs and respond proactively to all of their concerns
- Lead F&B team by attracting, recruiting, training and appraising talented personnel
- Establish targets, KPI's, schedules, policies and procedures
- Provide a two way communication and nurture an ownership environment with emphasis in motivation and teamwork
- Comply with all health and safety regulations
- Report on management regarding sales results and productivity
- Responsible for timely and accurate preparation of statutory books of Accounts, Bank Reconciliation, Party Reconciliation and Consolidated Reports in compliance with the standard procedure.
- Entrusted with the responsibility of managing customer centric operations for achieving delivery and service quality norms for the full satisfaction of customers.
- Heading and managing a team of 235 staff members very effective & satisfactory of each staff.
- Preparing the MIS Reports, Cash & Fund Flow Statement, CFS, Balance Sheet, Audit Reports and other financial reports.
- Identifying and exploring business opportunities & clientele to secure profitable business volumes.

WISH (Women Intern And Student Housing), JVPD Scheme, Juhu, Mumbai,

Dec. 2014 - Aug ' 2019

Purchase, Store & Accounting Manager (F & B Department)

Key Responsibilities:

- Manage all F&B and day-to-day operations within budgeted guidelines and to the highest standards
- Preserve excellent levels of internal and external customer service
- Design exceptional menus, purchase goods and continuously make necessary improvements
- Identify customers' needs and respond proactively to all of their concerns
- Lead F&B team by attracting, recruiting, training and appraising talented personnel
- Establish targets, KPI's, schedules, policies and procedures
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- Identifying and exploring business opportunities & clientele to secure profitable business volumes.

Pt. Earthstone Resources, Minara Prima, Mega Kuningan, Jakarta, Indonesia
Finance Manager

Nov. 2011 – Nov. 2014

Key Responsibilities:

- Responsible for timely and accurate preparation of statutory books of Accounts, Bank Reconciliation, Party Reconciliation and Consolidated Reports in compliance with the standard procedure.
- Entrusted with the responsibility of managing customer centric operations for achieving delivery and service quality norms for the full satisfaction of customers.
- Keeping abreast with the information relating to programs and events held by the government.
- Making aware of the organization's strategies and planning to media and public.
- Associated with consultants and technical assistants to design the report on services rendered.
- Preparing the MIS Reports, Cash & Fund Flow Statement, CFS, Balance Sheet, Audit Reports and other financial reports.
- Identifying and exploring business opportunities & clientele to secure profitable business volumes.
- Determined and discovered 3 new areas with potential minerals availability and handed over the same to the company.

Pt. Putra Sarko Mining Merangin - Jambi, Indonesia
 (Sister Company of Pt. Earthstone Group)
Finance Head & Manager

Dec. 2008 – Oct. 2011

Key Responsibilities:

- Heading and managing a team of 35 members and reporting to the Group Finance Head & Managing Director.
- Ensuring accurate preparation of statutory books of Accounts, Bank Reconciliation, Party Reconciliation and Consolidated Reports as time schedule.
- Exploring business potential, opportunities & clientele to secure profitable business volumes.
- Responsible for appointing new business partners to expand product availability in the market.
- Interacting with the dealers and distributors for promote the product.
- Ensuring speedy resolution of queries & grievances to maximize client satisfaction levels.
- Involved in keeping the media and public aware about organization's strategies and planning.
- Associated with the consultants and technical assistants to design the report on services rendered.
- Monitoring preparing the MIS Reports, Cash & Fund Flow Statement, CFS, Balance Sheet, Audit Reports and other financial reports.
- Managing HR, administration, accounting, local transportation and liaising with required authority.

Major Accomplishments:

- Successfully managed Mining Project from conception stage to the completion stage.
- Commended for successful start of Mining production within 3 months only after finishing all paper work & Legal permission from the required authority.
- Successfully managed 5 Shipment in a month in bad weather time also.

Monarch Project & Finmarket Ltd, Navarangpura, Ahmedabad
Project in Charge (Accounts & Finance)

Apr 2007 – Nov 2008

Key Responsibilities:

- Handling the project management activities for all civil construction activities including planning, estimation, scope definition, finalization of techno-commercial aspects and laying down projects.
- Monitor the funds flow and cash flow statements to review the inflow & outflow of funds & ensure optimum utilization of available funds to accomplish organizational goals.
- Manage the company tax compliances as well as, Accounting of expenses, adjustments, TDS, etc.
- Negotiate/ liaise with the banks & financial institutions for raising fund and non-fund based facilities at favorable terms to meet working capital requirements.

- Accountable for preparation of Bank Reconciliation Statement and Creditors Reconciliation and MIS reporting.
- Preparing and maintaining statutory books of accounts viz, journal, ledger, cash book and subsidiaries in compliance with time & accuracy norms

Major Accomplishments:

- Successfully completed a corporate house within a short span of 12 month only.

V & U Enterprise, 7, Superbazar, Naranpura Cross Road, Naranpura, Ahmedabad Mar 2001 - Mar 2007
Account Manager

Key Responsibilities:

- Assigned responsibility of managing the channel operations in the assigned territory.
- Ensuring implementation of the Owen system for enhancing profit & Controlling Stock.
- Responsible for maintaining statutory books of Accounts and preparing Bank Reconciliation, Party Reconciliation and Consolidating Reports in compliance with time & accuracy norms.
- Assigned responsibility of preparing MIS Reports, Cash & Fund Flow Statement, CFS, Balance Sheet, Audit Reports and other financial reports.

The Sahyog Co- Op. Bank Ltd, Ahmedabad Jan 1995-Jun 2000
Cashier & Account Assistant

Key Accomplishments:

- Successfully obtained required certificate from Gujarat Government due to good relationship management.
- Commended by the Management for formulating and introduced new systems to satisfy customer & increasing the banking business through the Owen system.

Sandeep Industries, Bavala, Ahmedabad Jan 1993-Dec-1994
Clerk & account assistant

Key Responsibilities:

- Responsible for managing day to day accounting work & Book keeping work.

EDUCATION & TRAINING

Training/Seminars: Attended various general seminars symposiums and training programs

B.Com (Accounting), 1st Div, Gujarat, 1992

Diploma in Computer Application, 1st Class with Distinction, Agees Computer Classes, 1993

I T Skills:

- Proficient with the use of MS Windows, MS Office suite DOS and the Internet applications
- Expertise knowledge in Tally 5.4,7, SAP, ERP 9, FAS & SAP

PERSONAL DETAILS: DOB: 23rd Sep 1971 ♦ **Languages Known:** Hindi, Gujarati, English & Indonesian Bhasa ♦ **Location Preference:** Canada, Australia, New-Zealand, USA, UK, Dubai, Middle East, Indonesia, Malaysia, Thailand, Philippine, Singapore. Norway, Netherland, Vietnam, Luxembourg. ♦ **References:** Available upon request. ♦ **Current Salary :** Rs. 150.000 pm (2039\$). ♦ **Expected Salary:** Rs. 200.000 pm (2800\$). ♦ **Reason for Leaving Job:** For getting good opportunity. ♦ **Notice Period:** 1 Month.