

ANIL RAJENDRA KUMAR MILAK

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Dedicated Accounting professional with proven history of integrity, accuracy and efficiency within various industries, eager to apply knowledge of Accounting acquired over 22 years of industry experience to add value to corporate accounting team.

WORK EXPERIENCE

ACCOUNTS & ADMIN MANAGER

SHRI SADHI KRUPA POLYSACKS PVT. LTD.

NOV 2022 – TILL DATE

- Manage accounting activities to ensure compliance with accounting principles, policies and external audits.
- Prepared Vouchers, Banking, BRS, Billing, Proprietorship, Pvt. Ltd. Firm.
- Preparing Sales invoices & the upkeep of an accurate accounts filing system.
- Inputting of Supplier Invoices and employee expense claims to the ledgers.
- Preparation and input of month end journal vouchers.
- Preparation of GSTR-1 and GSTR-2B data monthly for filing returns.
- Preparation of Monthly TDS sheet for deposition and quarterly data for filling returns.
- Preparation of MIS report for Management.
- Conducting regular business reviews of financial performance.
- Proactively identifying business improvement opportunities.
- Fixed Asset accounting, reconciliations and depreciation journals.
- Ensuring that information is accurately collated & entered into systems.
- Assist in the preparation of monthly balance sheet account reconciliations.
- Maintaining financial records and ensuring proper recording of operations required to the financial workflow.
- Coordinating with auditors for Account Statements Finalization, Filing Tax Returns and resolving all account related queries.
- Supervise day to day routine, operational activities and issues.
- Responsible for Business Development and for achieving operational efficiencies and targets through a growth oriented team.
- Overseeing marketing activities like post box drop, marketing emails, leaflet distribution etc.
- Oversee the procurement of office supplies, equipment, capital equipment and services to support.

- Vendor management inclusive of vendor selection, vendor negotiation up to contract closure.
- Overseeing the liaisoning with AMC, GEB and other external departments.
- Maintained effective relationships with staff members.

ACCOUNTS & ADMIN MANAGER

DHAARAA ENTERPRISE

JAN 2011 – OCT 2022

- Managed accounts worth Rs. 35.0 million in Annual Sales.
- Maintaining financial records and ensuring proper recording of operations required to the financial workflow.
- Maintain day to day books of accounts in Tally.
- Maintain Bank Reconciliation Statement and Reconciliation of Debtors and Creditors.
- Maintain Petty Cash Book, Journal Entry Sale, Purchase and Expense invoice.
- Calculation of monthly Sale Tax/VAT Tax deposit tax challans and filling subsequent returns.
- Prepared the GSTR-1 and GSTR-2B data for filling returns.
- Prepared the TDS Sheet for deposition and quarterly data for filling returns.
- Prepare accurate, timely financial reports of the company incomes and expenditures following the established schedule.
- Review and analyze preliminary financial statements and month-end reports with accuracy.
- Collaborated with purchasing department to reconcile vendor invoices and facilitate payments.
- Coordinating with auditors for Account Statements Finalization, Filing Tax Returns and resolving all account related queries.
- Completed fillings and upheld strict compliance with regulatory agencies and supervisors.
- Executed record filling system to improve document organization and management.
- Managed the Vendors of the firm for the supplies and services.
- Monitored and replenished office supplies as needed.
- Representing the firm in Trade forums and social gatherings.

HOME LOAN COUNCELLOR

SBI HOME LOAN AGENCY

NOV 2007 – DEC 2010

- Handle the walk in Customers and Customers on call.
- Relationship building with customers and Builders.
- Involved in Canvassing the Bank "Advances" schemes to Builders and probable customers.
- Involved in process of ' APF ' of site from Bank.
- Executed the entire process and work flow of FILE Login to Disbursement.
- Scrutinized and verified all Legal documents of the property as well the personal documents of the applicant and made file absolute legible before Login.
- Coordinated with Branch, Customer and Advocates for queries arise in FILE and sorting the same.
- Involved in cross selling of SBI Life Insurance with Home Loan.

ADMIN MANAGER

BLAZE INTERNATIONAL

MAY 1999 – SEP 2007

- Oversaw the management of Production plant – Production, Packaging and Dispatch.
- Managed the Vendors of Business for supplies and services, their selection, price negotiations and evaluation of supplies and services as per laid standards.
- Reviewed and processed the Vendor Invoices and facilitate payments.
- Coordinate with accounting team and ensured that all accounting records were complete and accurate.
- Closely monitored the operation cost of the plant and maintained within budgeted allocation.
- Managed the services of facilities and machineries.
- Managed all travel programs (Ticketing/Hotel/Dining etc.) of Directors as well as executives of the company.
- Maintained strict adherence to Industry standards and Government regulations.

EDUCATION

- MBA – MARKETING : IGNOU – DELHI
- MAPRM (1997 – 99) : Master of Advertising & Public Relations -DEVI AHLIYA UNIVERSITY INDORE
- B.COM (1993 -96) : MDS UNIVERSITY – AJMER
- CERTIFICATE COURSE : CERTIFICATE COURSE OF COMPUTERS – APTECH AJMER CENTRE (1997)

TECHNICAL SKILLS

- MS OFFICE : KNOWLEDGE OF MS – OFFICE
- TALLY.ERP 9 : EXPERIENCED WITH TALLY.ERP 9
- TALLY PRIME : EXPERIENCED WITH TALLY PRIME

LANGUAGES

ENGLISH	HINDI	GUJARATI
Full Proficiency	Native	Limited Working Proficiency

PERSONAL DETAILS

- DATE OF BIRTH : 8th MAY 1973
- NATIONALITY : INDIAN