



MAHESHKUMAR PANCHAL

Account & Finance Manager



About Me

MBA Finance with 14 Years of Experience, Seeking a position as Account Manager with a reputable organization that welcomes my leadership in Accounting, Taxation, Costing & MIS reporting while encouraging professional development and internal growth.

 14 Years 0 Month

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 9426376798

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Key Skills

Accounts Finalisation

Accounts Payable

Accounts Receivable

Inventory Management

MIS Reporting

Financial Analysis

Cash Flow Statement

Fund Flow Statement

Fixed Asset Management

Direct Tax

TDS

Income Tax Assessment

GST

Banking Management

Forex Transactions

Forex Management

Import Export

Pcfc

Bank Guarantee



Profile Summary

An accomplished MBA(Finance) professional with 14 years of experience in Accounting, Taxation, and Finance. I have a strong background in bookkeeping, auditing, taxation, and MIS reporting for businesses. I am proficient in various accounting and taxation software programs, with a good command of MS Excel. My expertise includes managing taxation and statutory compliances, account finalization, managing sales and purchase invoices, payable and receivable accounts, Import Export, cash & payroll management, liaising with banks for funds management. I have successfully managed teams and ensured timely completion of tasks while maintaining a strong work ethic and commitment to integrity and accurate, result-oriented record-keeping. Successfully analyzed critical business requirements, identified deficiencies, developed innovative and cost-effective solutions thus enhancing competitiveness, improving service. Develop & maintain SOPs and policies for smooth operations & financial reporting.



Education

2008, Full Time

INTER CA (GROUP-1), Chartered Accountant
The Institute of Chartered Accountants of India, ahmedabad , 52%

2019, Correspondence

MBA/PGDM, Finance
Swami Vivekanand Subharti University , 65%

GR Waiver Brc

Tax Compliance

Payroll Administration

SOP Preparation

Team Handling

Staff Training



Technical Skills

Tally ERP

MS Office

MS Outlook

Power Point Presentation

Excel Report Preparation

Microsoft Teams

Microsoft Tools

Accounting Software



Personal Information

Date of Birth 1st January 1986

Gender Male

Address D/601, 6th Floor,
Paras Residency,
Opp Sapphire
Bungalow, Nr
Bansari Height-2,
SP Ring Road,
Nana Chiloda,
Ahmedabad

City Ahmedabad

Country INDIA

Marital Status Married



Other Interests

2006, Full Time

B.Com, Commerce

Gujarat University , 57%

2003

12th, Gujarat, Gujarati, 60-64.9%

2001

10th, Gujarat, Gujarati, 70-74.9%



Work Experience

2023 - Present

Finance Manager

PAPERCHASE ACCOUNTANCY INDIA PVT. LTD.
[KPO INDUSTRIES]

Key Result Area

- Managing taxation part - which includes TDS, GST, Income tax, advance tax payment with calculation, Professional Tax for Company and employee.
- Managing day-to-day accounting entries, account finalization & monthly closure of accounts.
- Managing Sales Invoices, Purchase Invoices, Payable A/c and Receivable A/c, Cash & banking operations.
- Evaluated key parameters of the business, consolidating forecasts & budgets and analyzed trends in revenue, expense, capital expenditure & other related areas
- Manage Verbal and email communications with internal & external organizations as per business requirements.
- Managed TEAM & responsible for reporting to the management

2021 - 2023

Assistant Manager F&A

LINE O MATIC GRAPHIC INDUSTRIES
[MANUFACTURING INDUSTRIES] @ AHMEDABAD

Key Result Area

- Managed Taxation and statutory Compliances relating to TDS, GST, Income tax, advance tax payment with calculation, and Professional Tax for the Company and employee.
- Involve in third-party and bank auditing (Internal, Statutory, Stock, GST, Bank Finance, PCFC, BG) and provide solutions for their queries or non-compliance if any.
- Review of day-to-day accounting entries, Sales Invoices, Purchase Invoices, Payable A/c and receivable A/c, Cash and Payroll, Currency conversion, depreciation, and monthly book closure & finalized the profit and loss a/c & balance sheet.
- Manage Import-Export banking tasks relating to BG, PCFC, GR waiver, BRC/FIRC, Forward contract, and outward remittance by filling out required applicable form 15CA/CB & getting forex live

- Playing Cricket, Table Tennis, Badminton
- Playing Chess & Carrom
- Listening Music
- Travelling

rate booking for new inwards remittances.

- All Inward Remittances (coordinate with sales team & Bank, documentation, records save) till getting an advice copy / FIRC.
- Banking management - liaison with bankers for smooth functioning of operations, annual renewals + enhancement of Cash Credit limits and Loans, Outward payment by filling required applicable form 15CA/CB. Review and submit monthly stock statements with periodic audits.
- Maintain daily average/required balance across all banks as per business requirements. Reporting fund position to HOD and Management at scheduled intervals.
- Evaluated key parameters of the business, consolidating forecasts & budgets and analyzed trends in revenue, expense, capital expenditure & other related areas. Participate in strategic financial projects and the implementation of new ERP software.
- MIS reporting for Sales, Purchases, Multiple Currencies report, Inventory, Fixed Assets, Fund Flow, Cash Flow, Budgeting, and forecasting.
- Assist various departments of organizations (Mktg, ERP, HR, Purchase, R&D, Service) in solving their queries related to accounts, banking, taxation, reporting, etc.
- Administered Insurance and Renewal for Company and Directors.
- Set up and monitor accounting KPIs and Train new team members
- Manage Verbal and email communications with internal & external organizations as per business requirements.

2013 - 2021

Senior Accountant

RADEECAL COMMUNICATIONS [SERVICE INDUSTRIES] @ AHMEDABAD

Key Result Area

- Managed Radeecal Communication with group of companies named,
- 1) MANIBHADRA AGENCIES (MANUFACTURING & TRADING BUSINESS), 2) AMAYA FINTRADE (TRADING BUSINESS)
- Managed Taxation and statutory Compliances relating to Service Tax, GST, TDS, , Income tax, advance tax payment with calculation, and Professional Tax for the Company and employee.
- Involve in third-party and bank auditing (Statutory, Stock, GST, Bank Finance) and provide solutions for their queries or non-compliance if any.
- Done day-to-day accounting entries, sales invoices, purchase invoices, vendor code management, payable a/c and receivable a/c, cash and bank, payroll, and ledger scrutiny, and finalized the profit and loss a/c & balance sheet.
- MIS, Budgeting & Reporting- Assessed the organizations project, yearly budget and helped maintain the focus on quarterly budget goals with spending and cost reports. Review company financial records, reports, and other information to check for accuracy and ensure details align with company goals and procedures & discuss the status of the company's current financial status with upper management and the owners of the organization.
- Banking Task for Foreign outward remittance under LRS & without LRS payment as per income tax, RBI & FEMA rules

regulation. Foreign inward remittance- baking formalities to get fund credit into the bank account.

- Developed the banking facilities for online payment/receipt like RTGS, NEFT, IMPS, UPI, SCAN & PAY as well as POS machine. Developed the system for an online payment gateway.
- R & D for account software & its customisation.
- Managed Onsite account & cash counter during the events.

2010 - 2013

CA - Articleship

GUPTA RAJ & CO. [CHARTERED ACCOUNTANT FIRM] @ MUMBAI

Key Result Area

- Legal & Compliance: Registration, renewal & cancellation process for shop & establishment certificate, import-export code certificate, MSME certificate, professional tax for employee & firm, goods & service tax, value-added tax, service tax, partnership deed, rent agreement
- Reporting for income tax scrutiny notice for client base
- Reporting for VAT & SERVICE TAX notice for client base
- Audit & Return:
Tax audit, internal audit, stock audit, finance audit, mop audit & preparation of audit report,
Income tax return for both corporate & non-corporate entities, value-added tax return, service tax return
- Finance & project report:
Project & working capital finance, term loan, cash credit
Preparation of CMA (credit monitoring arrangement) report (dealing with the bank on behalf of clients & fulfilling all required formalities of paperwork, location visits, etc.)
KYC documentation
- Accounting for client & advisory service

2009 - 2010

Audit Accountant

GUPTA RAJ & CO. [CHARTERED ACCOUNTANT FIRM] @ MUMBAI

Key Result Area

Similar work as per Mumbai head office during CA internship

2012 - 2013

Accountant (part time)

AZTECH COMPOSITE PVT. LTD. [TRADING BUSINESS] @ AHMEDABAD

Key Result Area

- Entries related to sales, purchase, payment, receipt and journal.
- Cash & bank entries with the reconciliation.
- TDS entries & its payment.
- Processing of profit & loss account, balance sheets, income statements and other financial statements according business requirement.

2013 - 2013

Accountant (part time)

RAHUL RAJVAIDYA ASSOCIATES (CUSTOM HOUSE AGENT) @ AHMEDABAD

Key Result Area

- Entries related to sales, purchase, payment, receipt and journal.
- Cash & bank entries with the bank reconciliation.
- TDS entries & its payment.
- Finalized service tax return liabilities, make payment & filed the return through tax consultant.
- Processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines.



Projects

11 Months

VAT Audit

Company Name: J. KUMAR INFRAPROJECTS LIMITED

Period: FY 2010-11

Audit & VAT finalization & return work for BRTS project in AHMEDABAD

10 Months

STOCK AUDIT

Company Name: Sony India Pvt Ltd.

Period: FY 2011-12

Stock audit for South Gujarat

MOP audit for metro cities in Gujarat

Handling a 25 person team & reporting to the employer