

Gaurav Jansari

H-304, Binori Park Ridge, DPS School Road, Bopal, Ahmedabad - 380058

Email - gaurav.jansari@outlook.com; Contact- +91 8306479799

Educational Details:-

Exam	Institute	Period	Score
M.Com - I	Gujarat University, Ahmedabad	April – 2011	Pass
B.Com	Maharaja Sayajirao University of Baroda	March – 2010	46 % 54/100 In Financial Management 57/100 in Accounting
HSC	GSHEB	March – 2006	62% 73/100 in Statistics
SSC	GSEB	March – 2004	56%

Career Profile:

- Detail-oriented, efficient and organized professional with experience in accounting systems.
- Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
- Highly trustworthy, discreet and ethical.
- Resourceful in the completion of projects, effective at multi-tasking.

Work Experience:

Techno Kart India Limited – Videocon Group

Jun - 2017 to Present

Branch Commercial Manager – Accounts & Finance

- Ensure execution of all financial activities in the branch in line with budget to drive profitability.
- Monitor the execution of credit and control policies and manage the account payable and receivables for the branch, release of credit notes and fund from the branch.
- Ensure discounts and allowances are implemented as per strategy across all branch and resolve issues if any.
- Ensure timely collection from trade partners to ensure lower bad debts.
- Manage trade partners' issues and settlements for the branch and initiate proceeding if required.
- Ensure statutory compliances and timely disbursements of taxes pertaining to product sold in the branch.
- Prepare MIS on total profitability, PMR etc for the branch, identify area of improvement and suggest for corrective action in future.
- Prepare billing and collection plan for the branch for review by regional finance head.
- Conduct internal audit for the stores and warehouse and identify areas with irregularities or discrepancies. Manage inventory for product and suggest liquidation for defective material.
- Have also handled Administration work of the company, like stationery requirement, Cab and Hotel booking, Hospitality management of the stores, vendor management. Recruit and train personnel and allocate responsibilities.

Arvind Limited – The Arvind Store Division

Dec 2015 - May 2017

Assistant Manager – Accounts & Finance

- Ensure deliverables (Daily, Weekly & Monthly MIS reports & Dashboards) are prepared to satisfy the project requirement cost and schedules.
- Keep the Operation & Finance Manager informed of task accomplishment, issues and status.
- Prepared multiple reports (Weekly operation performance report, Working Capital Report, Cash Flow statement) with formulas, pivot tables and pivot charts.
- Prepared various business profitability reports and KPIs Reports.
- Coordinate approval processes for all accounts payable invoices.
- Efficiently process vendor invoices maintain up to date system. Process credit memo, travel vouchers and expense reports.
- Verify details of transactions, including fund available and total account balance. Rectified escalated accounts payable issues from employees and vendors.
- Reviewed vendor statements and purchase order, investigated and resolved open issues.
- Investigated unrecorded liabilities for items processed outside the PO system.
- Timely payment of insurance and other important liabilities.

Shree Ameer Construction Equipments Private Limited

Apr 2014 – Nov 2015

Senior Accountant

- Preparation of VAT Calculations and VAT Return data for Monthly Basis.
- Have working on Service Tax, Professional Tax and TDS Calculations on Monthly Basis and prepare data for Return filling purpose.
- Handle Income Tax and Sales Tax Scrutiny Independently of Companies and Directors and solve queries with respective department.
- Prepared Debtors Ageing Analysis on monthly basis and discussed with Sales Staff towards next step of Collections and Report to management.
- Scrutinize Ledgers in periodical time and done adjustment.
- Have done Bank Reconciliation on weekly basis and verified all Banking Transactions on monthly basis.
- Prepared projected Balance Sheet and Profit & Loss account for Bank Submission purpose.
- Prepared monthly profit and loss account and discussed with management.
- Reduced Debtors credit period from 90 days to 60 days.
- Prepared company accounts and tax return for audit. Ensure compliance with accounting deadlines.
- Managed financial departments with responsibilities of Budget, Forecasting, Payroll and Taxation.
- Managed Accounts of Directors and Sister Companies. Finalise all accounts and prepare data for Income Tax Return filing purpose

Berger Paints India Limited – British Paints Div.

May 2012 - Mar 2014

Branch Accountant

- Preparation of VAT, Service Tax and TDS working for month basis.
- Have working on VAT Return and file the return independently on Monthly Basis,
- Have done Excise related work like Gate Pass Preparation to Pass excise duty to third stage dealers and file Dealer excise return on Quarterly Basis.
- Have done service tax working on monthly basis and work on service tax return on half yearly basis.

- Preparation of Debtors and Creditors ageing report on monthly basis and report to management and follow up for payment from debtors.
- Prepare required MIS reports for Management like (Branch Profitability, Cash Utilization Report, analysis for Actual v/s Budgets in various level like sales, expense, margin etc)
- Preparation of monthly budget for expense and monitoring for the company expense. Working for calculation on Monthly as well as Quarterly dealer schemes.
- Handling of Branch Petty Cash and reconcile regularly.
- Have also handled Administration work for the branch. Transportation management, Cab Booking for Guest, Hospitality Management etc.

S. H. Bathiya & Associates

Jan - 2011 - Dec - 2011

Audit and Admin Assistant

Have done Internal Audit of **Alembic Limited**

- Checked Statutory Compliance with as per Income Tax Act and Tax calculations
- Checked Secretarial Compliance with Listing Agreement and Companies Act.
- Have done Stock Audit for each plant
- Have done Audit of Sales & Marketing related e.g. Policy manual, contract with different parties etc.

Have done Internal Audit of **Chembond Chemical**.

- Inventory control system implementation.
- Have checked Books of Accounts.
- Have done Income Tax return of Partnership Firm & Proprietor concern Performed general office duties and administrative tasks.

Computer Literacy

Operating Systems	Windows XP, Vista and Window 7 & 8
Application	MS Word, MS Excel, MS PowerPoint.
ERP Systems	Worked on SAP (FICO), Tally ERP 9.

Personal Details

Date of Birth: 28TH MAY 1989

Home Town : Vadnagar, Dist: Mehsana