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MAULIK HEMANTKUMAR JANI

Career Objective: To learn and develop consistently and become a part of the success story of the organization, by tapping my full potential and capabilities.

DoB July 31, 1984.

Nationality INDIAN

Present Address 88, Payal Park , Nr. I.S.R.O., Satellite, Ahmedabad-380 015., Gujarat, India
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Marital Status Married

Education

- I passed my 10th (SSC) examination with 74% from G.H.S.B. in 2000
- I passed my 12th (HSC) examination with 76% from G.H.S.B. in 2002
- I passed my **B.Com.** examination with 58% from Gujarat University in 2005.(College L.J.C.C.)
- I passed my **M.Com** examination with second class from Gujarat University in 2008 (College L.J.C.C.).
- I have cleared **PE-II (Inter CA)** examination in Nov., 2006.
- I have completed **ACT (Accounting Technician Course)** from ICAI
- I have completed my **L.L.B** with 59% in Mar'14

Computer Literacy

- Experience in Microsoft Office applications like Word, Excel and PowerPoint
- Experience in Tally 5.4 to Tally 9.0
- Working Knowledge of SAP FICO & MM Module.

Professional Experience
(13 yrs & 3 - month)

(1) Cadila Pharmaceuticals Ltd. -
Senior Manager – Finance & Accounts
(A) Internal Audit – April 2011 to Jan 2012
(B) Corporate Finance – Jan 2012 to till Date

Job Profile :-

- Monitoring and managing Receivable & Payable along with Cash Flow & Fund Flow position of 530 Cr. turn over Chemical SBU of

Cadila Pharmaceuticals Ltd.

- Actively involved in Budgeting & Concurrence activities. Working as Financial Controller for three support function division like Finance, Information Technology & Contingency Expenses. Approving Intend in SAP.
- Carrying out various activities as a part of Finalization of Accounts like, Schedule of Receivable & Payables, reconciliation of MEIS, SEIS & RODTEP License, Provision Working, Reinstatement working, FD Interest Working, Prepaid Working, along with Various Working & Report Analysis for Statutory & Internal Audit Team.
- Accounts Receivable management. Preparation of Monthly Collection Target, Daily Collection Report against Target, Overdue Debtors analysis. Preparing Daily Cash Flow Statement.
- Account Payable Management. Identify Key Vendor & manage payment base on due dates & credit period along with payment term negotiations.
- Periodic Payable Reconciliations with Internal & External Vendors.
- Monthly Vendor Advance Report, analysis the advances & target base focus for recovery & close co-ordination with Purchase Dept.
- Interfacing & Co-Ordinating with IT Team for Changes / Implementation in FI Module of SAP.
- SAP Re-Implementation Core Team Member
- Team Handling - 4 Person at Corporate & 3 person at Plant level. Involvement in PMS & Appraisal cycle.
- Monitoring & handling Plant related day to day activates with Plant Team.
- MIS & other activities as given for day to day operation.
- Daily co-ordination with Plant for managing various operation & funding issues.

(B) Internal Audit:-

- Preparing SOP & involved in Process Audit of Cadila Group
- Generating various Reports through SAP, comparing & analysis of data.
- Preparing Action Taken Report – finding the Root Cause & Compliance for the same
- Stock Audit & Stock Verification
- Internal Audit of Company Pre Audit & Post Audit.

- Co-Ordination with CA Firms for Fees, Report Discussion.
- Explanation of SOP through Process Mapping

**(2) Neesa Group-
Handling 5 Group Companies .
March 2010 to March 2011.**

Designation: Sr. Exe. Auditor

Job Profile :-

- Preparing SOP & involved in Process Audit of Group
- Investigation of Various Fraud happen in Company
- Stock Verification
- Internal Audit of Company.
- Salary Audit & Verifying Statutory Requirement
- F & F Audit
- Payment & Receipt on Pre- Audit Basis.
- Payroll Audit
- Statutory Payment Audit

**(3) Sanjay Pandya & Co. Ahmedabad Chartered Accountants
March – 08 to Feb-10. Articleship**

Job Profile :-

- Verifying Sales & purchase Bills with Sales Purchase Register.
- Verifying Exp & Income Vouchers with Cash & Bank Book.
- Verifying Journal Vouchers With J.V. Book.
- Verifying RG part I & II with Excise records.
- Maintaining Accounts of Partnership Firms & Pvt. Company
- Maintaining Stock Details & Preparing stock Register.

**(4) Shah Kantilal & Co., Ahmedabad Chartered Accountants
Jan -07 to Feb – 08. Articleship**

Job Profile :-

- Verifying Sales & purchase Bills with Sales & Purchase Register.
- Verifying Exp & Income Vouchers with Cash & Bank Book.
- Verifying Journal Vouchers With J.V. Book.
- Verifying RG part I & II with Excise records.
- Maintaining Accounts of Partnership Firms & Pvt. Company
- Maintaining Stock Details & Preparing stock Register

Interest

Internet Surfing, Music, Reading, Playing cricket

Achievements

- * Awarded with “ **Employee of Quarter** ” in Neesa Group.
- * Awarded Rs. 1 Lacs incentive & Certificate for Re-Implementation Of SAP – FI Module

Language

English, Hindi, Gujarati

Key Skills & Qualities.

- Command over languages
- Apt to Learn with Positive attitude.
- Self-Motivation, Ability to handle new project/new subject in minimum possible time
- Ability to work under Pressure
- Communications at all levels internally and externally.

Personal Details

- Father's Name : HemantkumarRasiklal Jani.
- Father'sOccupation : Advocate
- Mother's Name : MudrabenHemantkumar Jani
- Mother's Occupation : Advocate
- Brother's Name : Ravi Hemantkumar Jani
- Spouse Name :- Meghna Maulik Jani
- Son Name :- NishilMaulik Jani