

NEELESH H. JADHAV

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CURRICULUM VITAE

CAREER OBJECTIVE

To carve a niche in challenging professional environment and there by enhance my knowledge and working skills for the value based growth of self and the organization.

ACADEMIC QUALIFICATION

	Examinations	Year of Passing	Board / University	Percentage (%)
1	<u>Chartered Accountancy</u> P.E. II (Inter)	May, 2007	ICAI	52 %
2	Bachelor of Laws (LLB)	April, 2007	Gujarat University	58 %
3	P.G.D. in Export-Import and International Finance	April, 2002	Gujarat University	71 %
4	Bachelor of Commerce (B.Com)	April, 2001	Gujarat University	55 %

EXPERIENCE

R For Rabbit Baby Products Pvt Ltd, Ahmedabad

Positioned as **Financial Controller- Accounts & Finance** from Nov 2020 to Present :

- Responsible and managing accounts and finance department of all group and associate companies as per defined contractual obligation and company structure.
- Managing all financial accounting, treasury and working capital management ensuring timely financial closing, accurate closing and account reconciliations. Managing stock audit in difference intervals and preparation of slow or non-moving stock report to Management.
- Responsible for creation of SOP's, modification, documentation and implementation of all relevant processes and procedures for the organization departments in conjunction with concerned process owners for establishing strong Internal Controls. Managing and handling entire finance team with required KRA & SOP's for achievement in line with required KPI's as per company policy.
- Assisted and participated in Private Equity Fund raise with Due Diligence with Deloitte, preparation of documentation and secretarial compliance for issuance of convertible debentures, convertible preference shares and equity shares in company against the fund raise process.
- Prepare and maintain Monthly/ Quarterly MIS for all group companies for financial updates and revenue assurance with monthly submission to management and investors of company on consolidated basis.
- Responsible for statutory compliances monthly compliance for GSTR-1 & 3B, Withholding Taxes for TDS and quarterly return filing, filing of annual returns for GST and ROC (incl. MSME).
- Responsible managing payroll management of company and ensure timely compliance of filing PF, ESIC, Professional Tax in timely manner; Salary process by accounts team accurately with all formalities completion to achieve higher employee satisfaction & mitigate redressal grievances.
- Prepare and manage cashflow of company for optimum liquidity position including of all associate group companies & personal investments of directors in individual and HUF capacity. Investment of idle funds for accrual of additional income to reduce dependency for borrowing of funds from bank; strengthening financial position for meeting any future obligation or capex plan.
- Prepare incentive program for presales team based on client enhancement and retention; aligned with estimated revenue generation and feasibility for group revenue. Timely reporting of incentive calculation with management and matching concept with accrued income.
- Responsible for budgeting of company based on different channels of revenue and their costing. Appropriation of budget as per different projects and team costing, Providing analysis of estimated vs actual budget standards with flagging of high variance verticals.
- Liaisoning with Big 4 statutory on finalization of balance sheet and profit & loss as per

applicable standards and policy, consolidating for Group and Associate Companies also.

- Liaisoning with Company Bankers for submission of monthly stock statement, quarterly / half yearly financial reporting like FFR-1/FFR-2 and filing of foreign currency exposure like UFCE / FCE on periodic basis.
- Submission of compliance reports as per SEZ norms on monthly basis for applicable companies; Approach for application of IT subsidy as per state government policy for receipt of government incentives based on capex and opex of company.

Travel Designer India Pvt. Ltd.(brand- rezlive.com), Ahmedabad

Positioned as Assistant Manager - Accounts & Credit Control from April 2014 to July 2020 :

- Responsible on finalizing consolidated books of international subsidiary companies (based in Qatar, Thailand, Philippines & Singapore) alongwith managing financial and accounting functions & also managing staffing services to peer industry companies on offshore basis with an annual turnover of \$ 100 million.
- Accountable to overseeing the timely and accurate preparation and coordination of financial month-end close, inter-company transactions, including reviewing general accounting, and reconciliation to ensure validity, accuracy, and completeness of all balance sheet balances. Implemented monthly-yearly budgets through a bottom-up approach
- Responsible for managing 8 national & international payment gateways and achieving an overall reduction of 40% in payment gateway charges.
- Developed and implemented approval workflow for recording and payment of sub-supplier bills, identifying leakages of revenue and reduction of short-term borrowing by 25% through negotiation with sub-suppliers after conducting Pareto Analysis..
- Prepare and maintain Monthly/ Quarterly budget MIS for all international regions to balance with in house business of company and offshore services.
- Heading the SAP – B1 implementation in a multi-entity environment with exposure to over 22 currencies and branches all around the world. Heading the core team with the preparation of the Chart of Accounts and requisite reports for the management reporting
- Managing Accounts Department, controlling the credit along with regular communication with the stakeholders along with constant monitoring of the receivables, aging exposure linked with the security, and requisite dunning levels maintained.
- Strict monitoring and implemented approval workflow for recording and payment of sub-supplier bills, identifying leakages of revenue and reduction of short-term borrowing by 25% through negotiation with sub-suppliers after conducting Pareto Analysis.
- Manage compliances for International subsidiaries in areas of; monthly Statutory compliance for VAT, Withholding Taxes, Social security contributions, yearly renewal of Business Registration Certificate and Permits, Updation for Shareholding pattern as per applicable laws and statues and Coordination for Non-resident Visa matters with respective countries departments and consultants.
- Reporting to CFO and COO with monthly financial forecasts through a 12-month cash flow forecast model accurately predicting business performance and highlighting key issues for senior management and incorporating recommendations from all key business partners through data analytics.
- Implemented and maintained new time tracking system with data analytics of productive/non-productive hours linked to each fixed or variable price job at business and customer-level.
- Coordination with Internal and External auditors for audit compliance, finalisation and submission of standalone and consolidated financial statements of parent and subsidiary companies.

Marigold Hotels Pvt. Ltd., Ahmedabad

Positioned as Asst. Manager (Accounts & Finance) from Oct 2012 to March 2014:

- Oversee Accounts and Finance department to maintain all accounting systems and function with applicable systems and processes; Ensure that all finances are properly administered and monitored, including credit control.
- Ensure timeliness, accuracy, and usefulness of financial and management reporting (MIS) for Senior Management;
- Managing legal and regulatory compliance regarding all financial functions; ensuring maintenance of appropriate internal controls and financial procedures.
- Responsible for General Ledger postings & reconciliations; Balance Sheet preparation; Petty Cash assessment and postings; Payroll input, payout and postings; Bank account management and Bank Reconciliation Statements; Reconciliation of individual Creditors and Fixed Asset Register and Monthly depreciation.
- Analyse financial planning and reports in line with monthly profit and loss and scrutinise for variance analysis by division (vs. budget).

- Represent company financials to financial institutions, auditors, statutory officials of other departments, etc.; Participate in calls with Lenders; Liaisoning with bank for funding.
- Highlight department HOD's regarding budget needs and prepares necessary budget transfers and revisions. Analyse capital and operating expenditures to ensure optimization; Ensuring tight controls & forecast cash flow aspects; Escalation for any major cost variation vs Budget.
- Oversee Accounts Receivable & Payable management to provide support for cashflow collections / payment activities; Coordinate & resolve PO, Contract, Invoice or Payment discrepancies of a vendor; Vendor payment release based on the ledgers and invoices; Reconciliation of Vendor accounts with company ledgers and related transactions; Process Staff claims based on the policy of the company.
- Interaction with customers (External & Internal) to resolve queries & disputes; Reconciliation between customer statement and financial books of the company.
- Coordinate with Internal and Statutory Auditors for Audits for internal controls in place ; Resolving queries to maintain and adhere with statutory policies and standards relevant as per law; Responsible for Finalization of company's Balance-Sheet and P&L Account. Ensure filing of tax returns and statutory dues applicable as per law.

Elitecore Technologies Pvt. Ltd., Ahmedabad

Positioned as Sr. Executive (Accounts and Finance) from June 2011 to Sept 2012:

- Revenue functionary for two business domains:
 - Telecom Practices (as 'CRESTEL')
 - Billing and Bandwidth Management (as '24Online')
- Revenue recognition as per Project's Milestones (For Deferred Revenue or Unbilled Sales). Invoicing of Hardware and Software with inventory management.
- Preparation of reports for MIS and Management purpose (for eg: Commission Sheet, Standalone and Consolidated Revenue of the business domains and Hardware & Software Closing Stock Report.)
- Debtors aging analysis and collection period for all business models. Weekly outstanding reports with ageing analysis to Senior management
- Reconciliation of balances with Debtor's ledgers alongwith Third Party Confirmations (i.e. Balance Confirmations for Statutory Audit).
- Reconciliation of expenses made in line with Project's requirement (or post as deferred expenses on matching concept basis).
- Scrutinise and allocate revenues as per designated cost centers (On Project Basis). Adherence to process SLAs, maintain high levels of quality assurance guide and ensure client satisfaction as per pre defined levels for process.
- Posting of Deferred Revenue (for Services), Accounts Receivable Closing and Bad Debt Write Offs. Perform month-end close activities, including review of P&L data for accuracy, working with manager to understand fluctuations and accounting journal entries.
- Preparation and updation of Project Fact Sheets of Projects and reconciliation of revenues and expenses to present for management monthly review meetings
- Liaisoning with Statutory and Internal Auditors for audit process on Internal controls, Project Status and its Revenues.

M/s. G. K. Choksi and Co.,(Chartered Accountant Firm), Ahmedabad,

Since December 2005(incl. Articleship Period of 3yrs) to April 2011.

I had gained knowledge exposure in following areas:

- Major Industry working experience for preparation and finalization of accounts of corporate in various sectors such as Power, Banks, Textiles, Builders, Real Estate Developers, Pharmaceuticals, Hotels, Broking House and Hospitals.
- Preparation of Audit Program, Vouching, Ledger Scrutiny, Stock Verification and valuation, review of internal controls, etc.
- Finalizations and Consolidation of Holding & Subsidiary company as per applicable accounting standards and regulations.
- Scrutiny and reconciliation of General ledger and Sub ledgers, Verification of statutory dues like Excise, TDS, PF, ESI, Service Tax and VAT and filing of returns.
- Physical verification of Fixed Assets and reconciliation with accounts, Surprise Audits for Stocks, Assets, Cash Balances, Other Internal Control compliances, etc.
- Preparation of Tax Audit Report with reporting as per annexures in compliance with the applicable Income tax provisions. Special Audit under Government Orders (Income Tax).
- Key assignments on conversion of Partnership firms to Pvt. Ltd, Management Audit under different areas like- H.R. & Systems Audit, Costing and Financial Analysis, etc. Carrying out Financial feasibility and Appraisals of Projects for financial institutions.

- Conducted Statutory Audits of Listed / Unlisted Companies, Brokerage Firm, Hospital, Hotel, Proprietor / Partnership Firms, etc. in compliance of relevant accounting standards, statutory formalities and verification of internal control and systems in adherence to relevant law and regulation.

AbadIndia AshoreBase Resources, Ahmedabad.

Positioned as Branch In charge from Aug 2003 to Nov 2005:

- Managing and Handling Daily Accounts by completing accounting entries in a timely manner. Responsible for timely delivery of all accounts to Corporate HO.
- Developing and Implementing system of Internal Control and Process.
- Accounts Receivable function for Sales Operations alongwith Debtors management and collection of revenue.
- Accounts Payable function for Capital, Revenue and Miscellaneous Expenses and timely payments to vendors.
- Maintained Petty Cash and Preparation of Vouchers for transactions of Branch.
- Preparation of MIS Data for Branch on monthly basis.
- Developing new Customer Base for Sales & Client Coordination for Operations
- Effectively handling administrative work & team for branch and carrying out daily operations.
- Communication and Follow- up with the clients for Operations and redressal of their queries on operations.
- Monthly reporting of Accounts to HO for consolidation of accounts alongwith documentation to HO (For eg: Sales Invoices and Payment Vouchers with Supportings).

CO-CURRICULAR ACTIVITIES

- Participated in inter-college Football and Cricket
- Playing Indoor Games like Chess, Caram Board, Card Games, etc.
- Participated in Science Exhibition at school level and regional level.
- Participated in Scouts/Guide.
- Successfully attended various trainings and workshops on :
 - Personal Effectiveness
 - Time and Stress Management
 - Trade and Finance
 - IFRS Basics and Implementation

SKILLS & PROFICIENCY

- Expertise with Controller Services ; Financials Planning & Analysis; Inventory Management
- Proficient in Cash flow Projections; Budegeting/Forecasting ; Migration of Software ; Sox Compliance
- Efficient with Critical Thinking; Problem Solving ; Attention to Detail
- Expert knowledge of MS-Office (Excel, Word, Powerpoint); Working knowledge of Power BI & Tableau.
- Expertise in operating software Quickbooks (Online / Desktop), Ginesys ERP, SAP, Tally 9.0 (ERP), IDS Software, etc.; Taxation programs like Kitret / KDK Spectrum.

PERSONAL INFORMATION

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| ▪ Date of Birth | : 27 th March, 1981 |
| ▪ Father's Name | : Hemant Jadhav |
| ▪ Language Known | : English, Hindi, Marathi and Gujarati. |
| ▪ Marital Status | : Married |

Place: Ahmedabad
Date:

NEELESH JADHAV