

Sanjay Shah

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Profile Summary

- A strategic thinker with excellent knowledge in numbers and financial terminologies and skilled in allocating the budget precisely having rich experience as an Accounts Manager.
- Maintaining Fixed Assets Register, Inventory Valuation, Capital Budgeting and Revenue Budgeting, Cash Flow, Various MIS Reports for management.
- Strong Control over Accounts Receivable & Accounts Payable along with reconciliation and periodic balance confirmation from customers/vendors.
- Assisting in finalization of accounts and preparation of financial statements and Tax Audit and Cost Audit.
- Skilled in analysing budget and actual performance and maximizing the profit and cost efficiency.
- Ratio Analysis and Variance analysis of budget versus actual results.
- Extensive knowledge of records keeping, maintain the records and track the financial transactions.
- Proven track record for efforts to maximize the business opportunities.
- Expertise to set strategic priorities of work and give clear strategic direction to achieve the desired results.
- 19 years' experience in accounting field with in depth knowledge according to the government regulations and make analytical decisions, seeking a challenging position in a reputed organisation.

Personal Qualities

- Strong in numbers and having remarkable logical and analytical skills.
- Excellent communication skills in verbal and written both.
- Ability to control and supervise the persons.
- Strong motivator, providing guidance to team members and ability to accomplish the task before the deadline.

Computer knowledge

- Well versed in use of MS Office along with use of MS Excel at very advanced level and presentation of analytical Financial Information using MS Power Point and other window based applications.
- Good working knowledge with Tally Accounting Package, Microsoft Dynamic AX 2012

- Internet surfing

Key Responsibilities Handled

- Deliver a positive customer service experience.
- Maintain or exceed a minimum amount of sales.
- Prepare various reports surrounding the metrics of the sales department: quarterly sales results, annual forecasts and account status reports.
- Presenting the reports to the higher authorities and the Management.
- Supervising and reviewing work of subordinates.
- Accounts receivables management.
- Managing billings and collections thereof along with rate variation (increase/decrease) from time to time.
- Preparing of Financial Statements in end to end co-ordination with Internal and Statutory Auditors.
- Statutory Compliance i.e. computation and filing of periodic returns including TDS, GST PF and Professional Tax.
- Cost saving i.e. availing cash discount on material purchase and interest cost saving without interrupting production cycle.
- Monitoring revenue and expenses.
- Preparing Bank Reconciliation Statements and monthly MIS reports.

Achievements

- Successfully cut down the interest cost by timely collection from customers for sales made.
- Increased the profit through effective utilisation of available resources and achieving cost saving.
- Confirmation letter with promotion on completion of probation period.
- GST/TDS implementation in ERP system.
- Various Reports configured using pivot table for the purpose of analysis from various angle.

History of Employers and Profile Handled.

- 1) Bhagwati Autocast Limited (A BSE Listed Company) dealing in Tractor and heavy Agriculture Equipment parts Since May 2017
 - Presently working as Deputy Account manager and handling Accounts payable.
 - Filing of GST Returns i.e. GSTR-1, GSTR-3B, ITC-04 GSTR-9.

- Timely TDS Deduction and payment thereof along with quarterly returns i.e 26Q, 24Q, 27EQ, 26QB
- MSME Returns as per requirements of ROC.
- Preparing Cost sheet and analysis thereof.
- Quarterly MIS report for Board meeting.
- Ledger scrutiny and control.
- Payments to creditors through LC, RTGS, NEFT, IMPS mode.
- Reconciliation of Vendors/Customers Ledger and balance confirmation periodically.

2) Worked as Chief Accountant at Vishal Engineers & Galvanizers Pvt Ltd
From May 2014 to APR-2017

Dealing in Manufacturing as well as Service Providing Unit

(Mobile Towers, Wind Power & Power Transmission, Solar Mounting Module structure)

Indirect Taxes Compliance & Assessment

Key Role includes

- Monitor day-to-day activities in handling monthly Returns of ER-1 & Half Yearly Return of Service Tax ST-3 of the company, preparing various reconciliation statements,
- Maintain various records as required under the respective Acts, periodically review of them and prepare yearend summary in compliance with applicable Rules & Regulations.
- Preparing project cost on completion of project.
- Successfully advise and supervise Taxation matter including determining Tax liability, designing and implementing systems, policies & procedures to facilitate internal control over the records.
- Acting as a key person in handling all taxation matters and proper accounting thereof.
- Ensure facilitated adherence to statutory compliances, policies and procedures.
- Responsible for resolving queries & maintaining communication with colleague for smooth process efficiently.
- Liaisoning with Government Companies i.e. Gujarat Energy Transmission Corporation (GETCO) & Power Grid Corporation of India Limited from submission of Tenders, Inspection of Material, Bill submission and Realisation thereof after executing project.

3) Worked as Senior Manager (Accounts) at ARCHON ENGICON LIMITED A' bad

From January 2010 TO April 2014

Dealing in Manufacturing as well as Service Providing Unit
(Mobile Towers, Wind Power & Power Transmission)

Key Role

- Monitor day-to-day accounting activities in handling monthly and quarterly financials statements of the company, preparing various reconciliation statements, journal vouchers with adjustment and closing entries for monthly and yearly reporting.
- Maintain various books of accounts and effect finalization of accounts periodically and prepare year end financial statements in compliance with applicable accounting standards.
- Manage all the financial activities while strategically defining the financial objectives and designing & implementing systems, policies & procedures to facilitate internal controls.
- Successfully advise and supervise finance functions including determining financial objectives, designing and implementing systems, policies & procedures to facilitate internal control over financial records.
- Acting as a key person in handling all accounting matters.
- Ensure facilitated adherence to statutory compliances, policies and procedures as per the company's norms and statutory provisions.
- Successfully handle total income, TDS, Income & Tax computation & Excise, VAT.
- Responsible for resolving queries & maintaining communication with colleague for smooth process efficiently.
- Lead efforts in developing & executing best practices & standard operating procedures targeting at organizational excellence.

4) P. PARAKH & ASSOCIATES, Chartered Accountants, A' bad

March 2007 till December 2009**Audit Manager**

- Gained experience in tax audits of various entities including manufacturing companies and various types of Bank Audit i.e. Statutory, Internal, Stock Audit, Revenue Audit
- Prepared Income Tax Returns for various entities i.e. Individuals, HUF, Charitable Trusts, Partnership firms, Companies & e-filing of TDS Return quarterly and Income Tax Return along with Tax Audit thereof. Actively involved in statutory audits of Private as well as Public

Limited Companies including NBFC and also in the core team for finalization of Annual Accounts and Audit Reports.

- Companies Act Compliance including various form filing with ROC.

5) SAI FLIPPED COILS LIMITED, (MFG UNIT) Santej Dist. Gandhinagar

July 2002 till February 2007

Chief Accountant

- Independently handled & managed all accounting issues, maintaining Excise Record including for Export of Goods, TDS compliance filing of TDS & VAT Return periodically, preparing annual financial statements covering True and Fair disclosure of applicable Accounting Standards,
- Preparing monthly MIS for Management.
- Debtors & Creditors Management of all 6 group companies.

Academia

- Cleared Group I CA Final in Nov-2011 conducted by ICAI.
- Completed 250 Hours Compulsory Computer Training conducted by ICAI.
- Cleared C.A.P.E.-II (CA Inter.) in May 2006 conducted by ICAI. (with getting exemption in Income Tax)
- M.Com From Gujarat University in 2002 with 57.00% (with College Topper at D.D.I.C. Nadiad)
- B.Com From Gujarat University in 2000 with 59.38%
- H.S.C. From G.S.E.B. in 1997 with 64.00%.

Personal Details

- Languages Known: Hindi, English, Gujarati (Read, Write & Speak)
- Date of Birth: 9th June, 1980
- Address: F/202, Raghuleela Residency, Nr. Karnavati Mega Mall, Takshshila School Road, Vastral, Ahmadabad-382418
- Hobbies: Reading, Playing Cricket & Traveling;
- Marital Status: Married