

Assistant Manager Costing & MIS

Harsha Engineers International Ltd.(Formerly known as Harsha-Abakus Solar Pvt. Ltd.)

Ahmedabad.

Dear Sir/Madam,

I am submitting herewith my resume for your perusal and consideration in your organization. To describe myself in a nutshell, I am systematic, organized and hardworking; ready to take up any challenge abreast with the latest trends and a team player with excellent communication skills.

Review of my credentials will indicate that I have gained extensive exposure of **over 13 years**, currently spearheading efforts as **Assistant Manager Costing & MIS** with Harsha Engineers International Ltd.(Formerly known as Harsha-Abakus Solar Pvt. Ltd.)

My core competencies include **Costing, Budgeting, MIS, Accounts, Stores, procurement, Inventory Management**. Being a dedicated and focused individual, I am determined to add value to the organization which I work for, through my exceptional knowledge and learning ability.

I am confident of making visible contribution for the growth of the organization. I'd appreciate the chance to meet with you in person to discuss as to how I could be a vital part of your organization.

Thanking you,

Yours sincerely,

Himanshu Joshi.

HIMANSHU H. JOSHI

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MBA (Finance)

Expert Management Finance Professional with career spanning 12+ years in Costing, Budgeting, MIS, Accounts, Stores, general procurement and Inventory Management.

Career Highlights

- Highly accomplished **Management Finance, Costing, Budgeting, MIS, Accounts, Stores, general procurement and Inventory Management** professional with successful track record of developing and administrating effective policies and procedures in diverse environments.
 - Successful **Accounts payable and Creditors management** with optimum utilization of fund.
 - **Proficient leader** who aligns financial/Costing initiatives to achieve strategic objectives/goals.
 - Results-driven, decisive collaborator with proven success in building strong, lasting relationships with managers, associates, and vendors.
 - **Effective communicator** who seeks positive resolution to problems through active listening and commitment to integrity.
 - **Skilled Analyst**, experienced in analyzing processes and recommending improvements.
 - **Strategist** with expertise in managing entire operations & ensuring optimal utilization of resources.
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Core Competencies

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|--------------------------------|---------------------|-------------------------------------------|
| • Data Management/MIS | • Cost Audit | • Cost-Benefit Analysis |
| • Payable/Creditors Management | • Cost Accounting | • Inventory Valuation & Stores Management |
| • Inventory Reconciliation | • Budgetary Control | • Financial & variance Analysis |
| • General Procurement | • Internal Audit | • Invoice Verification and processing |
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Key Result Areas (Comprehensive):

Costing, Budgeting and Inventory valuation:-

- **Preliminary Cost Sheet** preparation to find tentative costing.
- Preparation of **Budget costing** for cost control purpose.
- Implementing **appropriate costing system** in the business unit and ensure correctness & relevance of costing parameters.
- Evaluate profitability and determining **variance analysis** between project costing and actual costing.
- **Costing for Imported Raw Materials & Domestic Raw materials** for cost determining, cost analyzing & cost controlling and provide it to management in usable manner.
- Prepare **cost sheets for new products/projects** and keep current cost sheets regularly updated or as and when changes occur in cost drivers.
- Generate competitive cost sheets and conduct **competitive cost position analysis for the company's Business Vertical and competitors.**
- Secondary research and updating competitive cost variables - **raw materials, utilities and transport costs.**
- Preparing **cost audit report** & maintaining cost accounting records and coordinating in cost audit.
- Determining **Sales Realization** (Actual cost Vs. Sales price).
- Costing support for various managerial decisions like '**Make or Buy**', '**Make or Outsource**'.
- **Inventory valuation** of raw material, WIP, semi-finished goods, finished goods, store inventory and site inventory.
- **Annual budgeting** exercise and support on strategy & business plans formulation.
- Complete Budget for Business Vertical - Sales volume, Revenue, Raw Material, **COGS.**

MIS:-

- Keeping track of project execution with a view to complete a particular project on time and to avoid excess cost.
- Revenue and Profit Variance analysis - Sales Account wise, Region Wise, Product wise, Budget vs. Actual etc.
- Support Business Development team on financial and cost analysis on any new project/competition as and when required.
- Analysis of project by means of Chart and Power Point presentation to help management to take decision for future projects.
- Keep tab on raw materials & product price trend analysis - volume and rates to support decision making related to purchases or sales.
- Provision of expenditures for actual expenses incurred at site.
- Tracking of advance given to creditors, creditors outstanding.
- Daily Plant Performance Report, Monthly Tentative Production Target, Monthly performance review against target.

Stores, Inventory Management and Procurement:-

- Stores Management by implementing systematic arrangement of inventory.
- Inventory Valuation and audit on monthly/quarterly/half yearly/annual basis of raw material, WIP, Finished Goods and scraps.
- Keeping track records of documents of inward material.
- Creating monthly stock statement summary & details sheet and monthly stock ledger reports for all critical items required for site & HO on monthly basis.
- Bill verification and their submission for claims, cross checking of present PO entries, invoices certification & forwarding to accounts department.
- Managing MIV, MRV, stock transfer, stock consumption, debit notes and gate passes.
- Supervising the requirements of all materials from all departments and maintaining the requirement registers with all specifications.
- Conciliating with vendors with respect to commercial terms and conditions.
- Performing purchase reconciliation in the systems with respect to the ordered quantity vs. received quantity through punching of GRN & Manual.
- Floating inquiries to various vendors and collecting quotations.
- Negotiation with vendors and finalizing purchase orders.
- Procurement of general items required for IT and admin dept. at corporate office with competitive rates.
- Procurement of solar inverters and misc. items used in solar EPC projects.
- Floating enquiries, collecting quotations, preparing comparative statement and releasing purchase orders to vendors.
- Preparing delivery note and packing list to generate sales invoice.

Billing, Payable Management, Commercial Control and Audit:-

- Preparation of Cash Flow of Projects.
- Management of creditors by providing payment priorities on weekly and monthly basis.
- Payment tracking of all Projects, creditors wise as well as project wise.
- Vendor's Reconciliation, vendor's settlements and collecting NOC/NDC from vendors etc.
- Negotiate payment terms with vendors/suppliers which extended due dates to avoid finance charges.
- Follow up and coordination with vendors for getting GST input credit on time.
- Preparing Creditors Ageing report to balance trade credit.
- Strengthening company's relation with vendors.
- Efficiently manage the accurate and timely processing of all over invoices. And review all invoices validating all content and resolving various issues.
- Processing LC applications & BOE and coordinating with vendors to avoid penalties.

- Checking purchase orders & service orders with respect to terms and conditions finalized and budget allocated.
- Keep track records for ABG, PBG and PDC.
- Checking ABG and PBG as per terms and conditions finalized.
- Liaisoning with internal auditors and attending issues.
- Liaisoning with legal dept. to sort out legal issues of vendors.
- Reconciliation of creditor's ledger statement.

Career Summary (In Descending Order):

Organization	Designation	Reporting to	From	To
Harsha Engineers International Ltd.(Formerly known as Harsha-Abakus Solar Pvt. Ltd.)	Asst. Manager Costing & MIS	Head (SCM)	Apr.-21	Till Date
Harsha Engineers International Ltd.(Formerly known as Harsha-Abakus Solar Pvt. Ltd.)	Sr. Executive Costing & MIS	Head (SCM)	Apr.-18	Apr.-21
Harsha Engineers International Ltd.(Formerly known as Harsha-Abakus Solar Pvt. Ltd.)	Executive Costing & MIS	Head (SCM)	Sep-15	Apr.-18
Hexagon-Midco India P. Ltd.	Executive Costing & MIS	Managing Director	Aug-11	Sep-15
Modern Terry Towels Ltd.	Assistant (O. & M.)	Manager (O. & M.)	Sep-09	Aug-11

ACADEMIC CREDENTIAL

- **MBA (Finance)** from Rajasthan Technical University, Kota in the year 2007-09.
- **B. Com.**, from Sardar Patel University, Anand (Gujarat) in the year 2003-06.
- **H.S.C.** from Board of Secondary Education, Ajmer (Rajasthan) in the year 2003.
- **S.S.C.** from Board of Secondary Education, Ajmer (Rajasthan) in the year 2001.

COMPUTER AWARENESS

- Excellent command on MS Office (Specially M.S. Excel).
- Good hand on Tally 4.5, 5.4, 6.3, ERP 9 and prime gold Version.
- Worked in **IFS Software (ERP system)**.

PERSONAL DETAILS

Date of Birth : 2nd Dec. 1985.
 Current Residence : **Ahmedabad, Gujarat, INDIA.**
 Language known : Hindi, English, Gujarati. (Read, Write and Speak)

Déclarations

I hereby declare that all the information given above is true to my knowledge.

Thanking you,

Date:

Place: Ahmedabad

Yours truly,
(Himanshu H. Joshi)