

Résumé

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Objective:

To achieve the success through smart and productive efforts in finance profile in any reputed organization with blend of innovation and creativity.

Synopsis:

- A finance professional of over 18 yrs hands on experience in Automobiles and Timeshare industries.
- Expert in handling BRS (Bank Reconciliation Statement)
- Involved in applicable taxation compliances from legal perspectives
- Perfect in vendor management through harmonious style of managing the public relations
- Consummation of finance administration and ledger & journal accounting within/ as per the TAT
- Attentive and proactive about budgetary controls and expenditures
- Maven in culminating the end to end finance Audit
- Diligent in mandatory finalization of books of accounts
- Prolific in handling day to day accounting transactions in customized ERP portals viz. Tally, SAP – FI CO through own team of executives
- Marvelous in MIS and its implications
- Responsible for governing the certain zonal level finance functions as Job Enlargement
- Indulge in amendments/ suggestions/ formulation in pertinent policies and SOPs
- Good in handling cropped up clichés, escalations & inter - personal relationships
- Susceptible in anticipating the workforce and decision impacts
- Grown up under and with leadership qualities to handle own team of executives across the zone
- Worked in end to end accounting system installation & part of process transformation
- Excellent in accounting troubleshooting as and when required for smooth functioning

Current Employer:

Organization	Designation	Tenure
Chemmanur International holidays & Resorts P. Ltd Ahmedabad	Manager – Finance	Oct 2018 to till date

Company Profile:

Chemmanur International Holidays & Resorts P.Ltd. is the group company of Chemmanur group of South based at Thrissur -Kerala. Chemmanur mainly dealing in jewelry business. It has other venture in E commerce, real estate,NBFC & now in holidays sector it is started in 1864 with jewelry business.

Profile

- Consummate professional with strong knowledge of Indian accounting standard, Preparations of Voucher, accounts receivable, ledger, Bank Reconciliation, Debtors & Creditors Reconciliation & Service Tax, TDS and Finalization of Accounts.

Job Profile

- BRS (Bank Reconciliation Statement of all India)
 - BRS for current accounts, CMS (Cash Management Services) & Credit Cards
 - Handling the strenuous transactions for smooth BRS
- Commission calculation (all India)
 - Calculation of commission for all the channels of the company.
 - End to end process from calculation to disbursement of various channel.
- Ledger Accounting
 - Maintaining various ledger accounts
 - Day to day accounts activity
 - Month end & Yearend book closing
 - Ledge accounting scrutiny
 - Budgetary controlling
 - Preparation of P & L account understanding the operational implications into balance sheet
- MIS Reports & actionable Analysis:
 - Net Sales Report
 - Funds requirement & Management
 - Marketing Campaign analysis of west zone branches
 - Budget v/c Expenditure Variance Reports of west zone branches
 - General Ledger, Schedules of west zone branches
 - Cost per sales
 - Provision of Expenses of west zone.
 - profitability report
 - Employee Productivity
 - Company channel analysis
- Accounts Payable & Accounts Receivable
- Vendor Management:
 - Vendor selection as per the policy.
 - Verification of Comparative Quotation,
 - Authentication of vendor invoice
 - Documentation & Supporting of invoice as per Co Policy, PR PO & Agreement
 - Invoice booking & taxation
 - Vendor payment within credit limit
 - Reconciliation with vendor accounts
- Accounts Finalization :
 - Employee advances settlement.
 - Vendor advance settlement
 - Maintain the provision for pending expenses
 - Cash balance certificate
 - BRS & Bal confirmation certificate
 - Inter unit transaction confirmation
 - maintain the schedule deposit payable/receivable
- Cost control as per the budget
 - Cost reduction graph

- Cost control analysis
- Verification and authentication of expenses
- cost in budget
- Accountable for variance
- Fund flow & Cash flow
 - Sources
 - applications
- statutory compliance/ Returns
 - Return of PT
- Ledger scrutiny
 - Checking appropriate booking of expenses
 - Narration of Expenses
 - Analysis on expenses
- Finance Audit
 - Internal & External
 - Statutory Audit
- Responsible for carrying the voluminous sales logging, up gradation, down gradation, cancellation related proceedings as per the TAT and
- Preparing and sending reports like Variance Reports, Budget vs. actual, ,
- Preparing branch month wise Profit & Loss account & Branch Profitability.
- **Previous Employers:**

Organization	Designation	Tenure
Mahindra Holidays & Resorts India Ltd Ahmedabad	Manager – Finance	Nov. 2011 to Oct 2018

Job Profile

- Apart from above tasks & responsibility elow additional works also handled
- Making MIS like branch profitability ,budget Vs actual ,Cost per sale report of west zone which includes 5 branches.
- Maintain the sales commission provision for different channel.

Achievement:

- we had received the award for the best account team of the west zone for the Year 2011-12

Previous Employers:

Organization	Designation	Tenure
Make My Trip (India) Pvt. Ltd.	Sr. Finance executive	Aug.2010 to Nov.2011

Profile Shouldered:

- Bank reconciliation Statement of Current, CMS & Credit card.
- Day to day Accounting Transactions on ERP Package (FAT Client)
- Booking of sales & Cost, finalize the Gross profit, keep a track on provision of expense & cost, process refund to the customer.
- Incentive/reversal/settlement of their Accounts.

Previous Employers:

Organization	Designation	Tenure
Mahindra Holidays & Resorts (I) Ltd Ahmedabad	Senior Finance Executive	Feb. 2006 to Aug.2010

Profile Shouldered:

- Bank reconciliation Statement of Current, CMS & Credit card.
- Handling all routine works like cash & Bank transactions, Approval of Sales, Up gradation/Cancellation of Sales, Refund and other member related payment & receipts.
- Booking of sales & Cost, finalize the Gross profit, keep a track on provision of expense & cost, process refund to the customer.
- Co-ordination with Sales Channel partner and Preparing Incentive /reversal/settlement of their Accounts.
- MIS Reporting to Zonal Manager on Branch Profitability/Schedule/ Budget Vs Actual/Net Sales Report/productivity of the Channel etc.

Achievement:

- I had received the award for the best accountant of the west zone for the Year 2009-10

Previous Employers:

Organization	Designation	Tenure
Lion Tractors Marketing Co.	Finance executive	Apr.2004 to Jan.2006

Profile Shouldered:

- Day to day Accounting Transactions on Tally
- Bank reconciliation Statement of Current & OD account.

- Booking of sales & Cost, finalize the Gross profit, keep a track on provision of expense & cost, making vendor payment.
- Preparing Stock statement, budget Vs actual.
- Tracking of debtor movement & update to HOD
- Filling & preparing TDS return & Certificate, Service tax, ESI, Professional tax., preparing C form for OGS purchase

Computer Skills:

Tech Platforms	Usage Period	Proficiency
SAP	Aug12 to Till oct18	Expert
FAT Client	August 10 to Nov.11	Expert
Advance DAX	Feb06 to Aug10	Expert
Tally 6.22	Jan 2000 to Jan 2006	Expert
MS Office	Jan 2000 to till date	Expert

Educational Qualification:

Degree	Institutes	University/ Board	Class	Passing Year
B.Com.	H.L. College of Commerce	Gujarat University	First Class	1999
H.S.C.	Muktajeevan High School	G.H.S.E.B.Gandhinagar	Distinction	1996
S.S.C.	Samjuba School	G.S.E.B. Gandhinagar	Distinction	1994

- Successfully completed the "Diploma in Computerized Accounting"
- Successfully completed the "Govt. Diploma in Co-operative Accounting"

Personal Dossier:

Languages Proficiency: Gujarati, Hindi, English

D.O.B. : 23 August 1979

Marital Status : Married

Permanent Address : M/205 Tivoli, Godrej Garden city, Jagatpur,Gota,Ahmedabad-382470.

References : To be furnished on demand.

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