



Dear Sir,

I understand that your organization operates in a dynamic and vibrant environment. I am absolutely sure that there would be extremely challenging and growth-oriented career opportunities existing in your organization. All this positively motivates me to explore an appropriate opening with your good self.

I take this opportunity to introduce myself that I am working as a General Manager (Finance & Accounts) at Ahmedabad based company.

Since 1979, I have started my career (i.e., from my college days) & that's why I do have very good command over Accounts, Finance, Treasury, Forex, Direct & Indirect Taxes, Administration, Computerizations etc.

Though, I am not professionally qualified, but the contents of my candidature shall further vouch for my ability to work efficiently and transact my job responsibility.

Since last 1993, i.e., 30 years, I am working at very senior level & looking after all functions in accounts & finance dept. and also dealing & liaising with so many Banks, Financial Institutions for getting Working Capital Loan & Term Loan, Corporate Loan etc. as well Government Bodies, Sales Tax, VAT, GST, Income Tax, Auditors & so many other agencies.

I assure you sir, that if a chance is given to me to work at your esteemed Organization, I shall prove worthy of your selection and loyal to my entire work. Copy of my C.V. attached herewith in Next Page.

Thanks & regards,

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**Hasmukh Patel**

## **CURRICULAM VITAE**

### **Profile Summary:**

- Having work experiences about 43 years, out of which 30 years at very senior level, in the field of Finance & Accounts and gain knowledge as stated below in various type of the Industries like Chemical, Textile, Hospitalities, Computer Hardware, Consumer Durable etc..
- Demonstrated excellence in ensuring compliance with applicable policies, Contract & regulations.
- Hands on experiences in reviewing Balance sheet and Profit & Loss accounts at unit & consolidation level and ensuring integrity of all the reported financial statement.
- To overview as well supervise day to day Finance (Banking) & Accounts Dept.'s functions, Finalisation of accounts up to the Balancesheet as per Company Laws requirements, Preparation of Quarterly, Half yearly and Annual Results as per SEBI requirements and Publication of as per the Listing Agreements, Supervision of accounts / finance / tax / commercial dept.,
- Handling Banking matters, CAS-CMA Data, Arranging Working Capital as well as Term Loans, Evaluation of various financial structures in finance dept. to make cost efficient, QIS-1,2 & 3, Liasioning work with Bankers, Financial Institutes, Authorisation of Statutory as well as routine payments through NET Banking.
- Arranging payments to Foreign Subsidiaries Companies under RBI ODI Routes as well Approval Routes with best Hedging of the various cross currency options available in the market.
- Also, liaising with various Government Dept. & Agencies, Attending in Courts for Legal matters.
- Daily MIS Reports, Daily payment process / approval, M.I.S., Rolling Cash Flow, Fund Flow, Budgets, Analysis of Debtors / Creditors Positions along with Inventories and Control of the same, Inventory planning.
- Audits which include Internal, Statutory, Tax, Cost, Excise, GST etc.
- Treasury Management of the company as well Promoter's family office & investments.
- Attending Income Tax, VAT-GST and many Other Authorities, Office Administration etc...

**Area of Expertise:**

- Planning and executing Monthly Quarterly and Annual Closure Schedule, providing monthly financial statement and administering the closer process.
- Ensuring reclassification and accounting of wrong and unaccounted entry prior to closure of the general ledger.
- Preparing and presenting various management reports on Daily, Weekly, Fortnightly, Monthly, Annual basis.
- Controlling and maintaining Treasury accounting & streamlining report.
- Conducting operational, Financial, Process and systems audit designed to review.
- Confirms financial status by monitoring revenue and expenses; coordinating the collection, consolidation, and evaluation of financial data; preparing special reports.
- Maintains accounting controls by establishing a chart of accounts, defining accounting policies and procedures.

**Employment Details:**

<b>PRESENT EMPLOYER</b>	
PERIOD FROM :->	01/11/2021 TO TILL DATE
ORGANISATION NAME:->	CHEMICAL COMPANY AT VATVA, AHMEDABAD
POSITION HELD :->	GENERAL MANAGER – FINANCE & ACCOUNTS
REPORTING TO :->	CHAIRMAN
NATURE OF DUTIES :->	FINALISATION OF ACCOUNTS UPTO BALANCESHEET AS PER COMPANY LAW, PREPARATION OF QUARTERLY, HALF YEARLY AND ANNUAL RESULTS FOR BOARD MEETINGS, SUPERVISION OF ROUTINE A/Cs., BANKING MATTERS, LIASIONING WITH BANKS, DAY TO DAY FUND MANAGEMENT, TREASURY / INVESTMENTS, GST

	COMPLIANCES, GST AUDIT, PREPARATIONS & SUBMISSIONS OF M.I.S., CASH FLOW, FUND FLOW, BUDGETS, ANALYSIS OF DEBTORS, CREDITORS POSTION AND INVENTORIES, DEBTORS & CREDITORS CONTROL, LEDGER SCRUTINY, COMPLIANCE OF STATUTORY, INTERNAL AUDIT & TAX AUDIT, ATTENDING INCOME TAX & OTHER AUTHORITIES, ETC
<b>PAST EMPLOYER</b>	
<b>(I)YEARS SERVED :-&gt;</b>	<b>23/01/2008 to 30/10/2021 – 13 Years &amp; 9 Months &amp; 9 Days</b>
<b>ORGANISATION NAME:-&gt;</b>	<b>SYMPHONY LIMITED, AHMEDABAD</b>
<b>POSITION HELD :-&gt;</b>	<b>GENERAL MANAGER - FINANCE &amp; ACCOUNTS</b>
<b>REPORTING TO :-&gt;</b>	<b>CHAIRMAN &amp; MNG.DIRECTOR, EXECUTIVE DIRECTOR</b>
<b>NATURE OF DUTIES :-&gt;</b>	FINALISATION OF ACCOUNTS UPTO BALANCESHEET AS PER COMPANY LAW, PREPARTION OF QUARTERLY, HALF YEARLY AND ANNUAL RESULTS AS PER SEBI REQUIREMENTS, SUPERVISION OF ROUTINE A/Cs., BANKING MATTERS, LIASIONING WITH BANKS, FOREX HEDGING, DAY TO DAY FUND MANAGEMENT, TREASURY / INVESTMENTS, TRANSFER PRICE, VAT, GST, GST AUDIT, PREPARATIONS & SUBMISSIONS OF M.I.S., CASH FLOW, FUND FLOW, BUDGETS, ANALYSIS OF DEBTORS, CREDITORS POSTION AND INVENTORIES, DEBTORS & CREDITORS CONTROL, LEDGER SCRUTINY, COMPLIANCE OF STATUTORY, INTERNAL AUDIT & TAX AUDIT, ATTENDING INCOME TAX & OTHER AUTHORITIES, ETC...
<b>SALARY DRAWN :-&gt;</b>	<b>RS.40,17,576/- (C.T.C.) P.A.</b>

<b>(II)PERIOD OF SERVICE :-&gt;</b>	<b>SEP.,1994 to 22nd JANUARY,2008 – 13 Years 5 Months</b>
<b>ORGANISATION NAME:-&gt;</b>	DINTEX DYECHEM LIMITED, AHMEDABAD, NOW KNOWN AS BODAL CHEMICALS LIMITED
<b>POSITION HELD :-&gt;</b>	GENERAL MANAGER – FINANCE & ACCOUNTS
<b>REPORTING TO :-&gt;</b>	CHAIRMAN & MANAGING DIRECTOR
<b>NATURE OF DUTIES :-&gt;</b>	FINALISATION OF ACCOUNTS UPTO BALANCESHEET AS PER COMPANY LAW, PREPARATION OF QUARTERLY, HALF YEARLY AND ANNUAL RESULTS AS PER SEBI REQUIREMENTS AND PUBLISHED AS PER LISTING AGREEMENT, SUPERVISION OF ROUTINE A/Cs., BANKING MATTERS, CAS DATA, FIXSATION OF WCL & TERM LOAN, QIS, LIASIONING WORK WITH BANKS, FINANCIAL INSTITUTES, GOVERNMENT AGENCY, ATTENDING IN COURT FOR LEGAL MATTERS, LEDGER SCRUTINY, PREPARATIONS & SUBMISSIONS OF REPORT LIKE MONTHLY PROFIT & LOSS A/Cs., M.I.S., CASH FLOW, FUND FLOW, BUDGETS, ANALYSIS OF DEBTORS, CREDITORS POSITION AND INVENTORIES, CREDITORS CONTROL, INVENTORY PLANNING, STATUTORY & TAX AUDITS, INTERNAL AUDIT, COST AUDIT, ATTENDING INCOME TAX, SALES TAX AND MANY OTHER AUTHORITIES, COMPUTERISATION OF ACCOUNTS INCLUDING INVENTORY ACCOUNTING, INVOICING, FIXED DEPOSITS, EXPORT DOCUMENTATION, SHARE ACCOUNTING ETC., ASSISTED FOR PUBLIC ISSUE WORK, DISTRIBUTION OF DIVIDEND PAYMENT, OFFICE ADMINISTRATION
<b>SALARY DRAWN :-&gt;</b>	RS.6,25,000/- P.A. + BONUS + OTHER PRIVILEGES

**Hasmukh Damjibhai Patel**

(III) PERIOD OF SERVICE :->	FROM 10/06/1992 TO 31/08/1994
ORGANISATION NAME:->	SHALIN HOTELS LTD., AHMEDABAD
POSITION HELD :->	SENIOR EXECUTIVE - (FINANCE & ACCOUNTS)
REPORTING TO :->	CHIEF EXECUTIVE
NATURE OF DUTIES :->	SUPERVISION OF ROUTINE A/Cs. AND BANKING MATTERS, LEDGER SCRUTINY, PREPARATION AND SUBMISSION OF REPORT LIKE QIS, STOCK & BOOK-DEBTS STATEMENT TO THE BANKERS, MONTHLY PROFIT & LOSS A/Cs., M.I.S., CASH FLOW, FUND FLOW, BUDGETS, STATEMENT OF ANALYSING THE POSITION OF DEBTORS, CREDITORS, INVENTORIES TO THE CHIEF EXECUTIVE, QTY. & SALES ACCOUNTING, DEBTORS & CREDITORS CONTROL, INVENTORY PLANNING, FINALISATION OF A/Cs. UP TO THE BALANCESHEET AS PER CO.LAW, STATUTORY AUDIT, TAX AUDIT, ATTENDING INCOME TAX, SALES TAX,BANKER'S INSPECTION OF STOCKS & BOOK DEBTS AND PLEDGE A/C. ETC.
SALARY DRAWN :->	RS.6250/- P.M. + BONUS + OTHER PREVILEGES
(IV)PERIOD OF SERVICE :->	23/06/1987 TO 09/06/1992
ORGANISATION NAME:->	GANAPATI SYNTEX PVT.LTD., AHMEDABAD
POSITION HELD :->	CHIEF ACCOUNTANT
REPORTING TO :->	FINANCE CONTROLLER CUM COMPANY SECRETARY
NATURE OF DUTIES :->	SUPERVISION OF ROUTINE A/Cs. AND BANKING MATTERS, LEDGER SCRUTINY, PREPARATION AND SUBMISSION OF REPORT LIKE PROGRESS OF NEW PROJECTS FOR GETTING DISBURSMENT OF TERM LOAN, QIS, STOCK & BOOK-DEBTS STATEMENT, LIASIONING WITH GOVT./SEMI

**Hasmukh Damjibhai Patel**

	GOVT. & FINANCIAL INSTITUTES, MONTHLY PROFIT & LOSS A/Cs., STATEMENT OF ANALYSING THE POSITION OF DEBTORS, CREDITORS, INVENTORIES, QTY. & SALES ACCOUNTING, FINALISATION OF A/Cs. UP TO THE BALANCESHEET AS PER CO.LAW, STATUTORY & TAX AUDIT, ATTENDED INCOME TAX, SALES TAX, INSPECTION OF STOCKS, BOOK DEBTS AND PLEDGE A/C WITH BANKERS ETC.
SALARY DRAWN :->	RS.2600/- P.M. + BONUS + OTHER PREVILEGES
(V) PERIOD OF SERVICE :->	13/06/1982 TO 22/06/1987
ORGANISATION NAME:->	AHMEDABAD CHEMICALS PVT.LTD., AHMEDABAD
POSITION HELD :->	CHIEF ACCOUNTANT & REPORTING TO :-> FINANCE MANAGER
NATURE OF DUTIES :->	LEDGER KEEPING & SCRUTINY, MAINTENANCE OF JOURNAL BOOK, BANKING, EXCISE, QTY. A/C., TRIAL BALANCE & FINALISATION OF ACCOUNTS UP TO BALANCESHEET AS PER COMPANY LAW, AUDITS, ATTENDED FOR ASSESMENT OF INCOME TAX, SALES TAX ETC.
SALARY DRAWN :->	RS.1450/- P.M. + BONUS + OTHER PRIVILEGES
REASON FOR LEAVING JOB :->	THE NEW JOB AT YOUR CONCERN MAY GIVE ME MORE RESPONSIBLE OFFICE, NEW EXPERIENCE & BETTER EMOLUMENTS.

**Educational Qualification:**

Educational Qualification	University / Board / Institution	Year
LL.B. (Taxation)	I. M. Nanavati Law College, Gujarat University	1985
B.Com (Advance Accounting & Auditing)	Sardar Vallabhbhai Vanijya Mahavidyalaya College, Gujarat University	1982
XII - (Banking & commercial Correspondence & Accounting)	G.S.H.S.E.B.	1979
10 <sup>th</sup> STD.	G.S.H.S.E.B.	1977

**OTHER CERTIFICATIONS:**

- Certificate of “Diploma in Taxation Laws & Practice”
- Certificate of Para Legal Training.

**COMPUTER SKILLS:**

- Accounting Software used ACCEL, ERP, SAP, Tally ERP 9
- Word
- Excel
- Power Point
- Net Surfing

**PERSONAL PROFILE:**

Father's Name : Damjibhai Patel

Date of Birth : 10th May, 1962

Sex : Male

Nationality : Indian

Marital Status : Married

Languages : English, Hindi, Gujarati.

Hobbies : Reading, Watching TV, Debate, Movies, Travelling, To live life with Nature.

I hereby declare that the information furnished above is true to the best of my knowledge.

Date :

Place : Ahmedabad

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Hasmukh Patel