**Amit Joshi**

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Date of Birth: - November 3, 1971 Marital Status: -Married

Senior Manger Account

##### Career Objective

Leadership role by leveraging my skills and expertise, in transforming business process into an algorithmic business model that can be effectively deployed on IT platform and efficient use of technology that will accrue increased benefits to organizations that I am part of.

##### Overview

* With overall 25 years of experience including Indian Taxation, Systems Audit, Internal Audit, Costing, Account Receivables, Asset Accounting
* Having analytical & organizational abilities with adeptness in formulating accounting systems and financial statements. Expert in analyzing existing system and procedures, providing row data for annual budget plans, designing internal control in IT systems.
* Experienced in managing people, team leader with good oral and written communication skills, presentation & interpersonal skills. Ability to take and give directions/instructions and provide assistance through completion of tasks.
* Worked as handling finalization of accounts and feasibility study for the Claris Life sciences, review and analysis of business performance etc.
* Possessing a strong drive to achieve the highest possible level in the field.
* Striving to learn , develop and constantly upgrade skills to achieve the best result
* Highly motivated, having a passion for innovation, quality and excellence.
* Good analytical skills supported with Strong communication, presentation skill

##### Computer Proficiency

* Proficient in Windows 2003, Windows XP Professional environment with good command, MS Office MS Excel, MS Word, Tally, Lotus SmartSuite etc.
* Core Team Member of SAP in Nirma Ltd (FI Module) and Practical experienced of SAP (FI & SD) Module
* Diploma in Computer Science -Amola Computer Centre and Learn Oracle 8i in SSI.
* Prepared and presented PowerPoint presentations of various Accounting Standards for the benefit of organizations

##### Professional Synopsis

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| --- | --- | --- |
| **Employer** | **Role** | **Period** |
| Aculife HealthCare Private limited (A division of Nirma Pvt. Ltd.) | Senior Manger | March’2008 to till Date |
| Claris Life sciences | Senior Executive | August’2004 to February’2008 |
| Nefron Ltd (A division of Claris Lifescientces Ltd.) | Executive | August’01 to July’2004 |
| Core Healthcare Ltd | Executive | March'1993 to July ’2001 |

**Academic Qualification**

* Bachelor of Commerce from Navgujarat Commerce Collage, Gujarat University in year 1992
* LLB from L.A.SHAH LAW Collage, Gujarat University in year 1994

**Professional Experience Summary**

**Aculife HealthCare Private limited** March ’08 – till date

Senior Manger Account

## Aculife Healthcare Private Ltd a multi pharmaceuticals products healthcare manufacturing company having its branch office in Mexico and Brazil. It’s a division of Nirma Pvt. Ltd turn over worth 110 billion USD

**Responsibilities Handled**

* Account receivable, legal (related A/R) and asset accounting
* Submission of monthly analysis reports to the Board of Directors.
* Maintenance of proper books of accounts as per statutory requirements.
* Facilitate Internal & External Auditors for finalization of books of accounts
* Meet the tender authority to understand the issue and reconciliation of accounts to release the fund in time.
* Visit the Distributors, Carry forwarding agents and Consignee agents for resolve the problems and audit the records, stocks as per management instruction.
* Supervise the A/R department – staff of 4
* Revenue Recognition Monthly/Quarterly
* Develop and maintain effective business relations with customers
* Assess collections and billing processes and procedures and implement changes
* Develop policies for billing, collections and cash applications
* Liaise with contract administration, sales, legal and operations departments
* Prepare ad hoc reports for all department as required
* Work on special projects as needed
* Provide support for month, quarter and year-end close
* Reconcile Collection Accounts
* Analyze Bad Debt /review A/R Aging
* Train and supervise a/r clerks
* Assist a/r system implementation/integration conversion

**Claris Lifesciences Ltd** August’04 to February’08

Claris Lifesciences Ltd a multinational and multi products pharmaceutical company having accreditation from MHRA

**Responsibilities Handled**

* Maintenance proper books of accounts as per statutory requirements.
* Facilitate Internal & External auditors for finalization of books of accounts. Preparation of Profit & Loss accounts and Balance Sheet.

From January 2005 to July 2006 deputed to Core Healthcare Limited for looking the overall accounts due to demerger process with Nirma Limited

August’06 to February’08

* Account receivable,(related A/R)
* Submission of monthly analysis reports to the Board of Directors.
* Maintenance of proper books of accounts as per statutory requirements.
* Facilitate Internal & External Auditors for finalization of books of accounts
* Supervise the A/R department – staff of 3
* Revenue Recognition Monthly/Quarterly
* Develop and maintain effective business relations with customers
* Assess collections and billing processes and procedures and implement changes
* Prepare ad hoc reports for all department as required
* Work on special projects as needed
* Provide support for month, quarter and year-end close
* Reconcile Collection Accounts
* Analyze Bad Debt /review A/R Aging
* Train and supervise a/r clerks
* Assist a/r system implementation/integration conversion
* Preparation of MIS Reports, Costing Records, Interest calculations etc

**Nefron Ltd** August’01 to July’04

Executive Account

Nefron Limited is a division of “Claris Lifesciences Ltd”, chain of Dialysis Centre having Dialysis Centre all over India. Exclusive Dialysis Centre in Andhra Pradesh and Gujarat.

**Responsibilities Handled**

* Maintenance of proper books of accounts as per statutory requirements.
* Facilitate Internal & External auditors for finalization of books of accounts.
* Preparation of Profit & Loss accounts and Balance Sheet.
* Preparation of MIS Reports, Costing Records.
* Maintenance of the Cash flow.

**Core Healthcare Ltd.** March'93 to July ’01

Executive Account

Core Healthcare Ltd a multi pharmaceuticals products healthcare manufacturing ISO 9001 certified company.

**Responsibilities Handled**

* Join as a Trainee , get the training for three months in various department , after completion of training posted in Marketing Support Department ,where collect the Head office Primary Sales data from System and Secondary Sales data from Distributor and maintain the data for sales , Head office Primary Sales , Field Primary Sales
* Marketing Expense Voucher Auditing up to payment.
* Prepare the data for Field Incentive
* Provide the H.O.P and F.P.S. sales data like Region Wise, Territory wise Sales , Target V/s Actual Sales to Management
* After two years transfer to Corporate account looking after following step by step
  + Capitalization accounting
  + Payment Voucher accounting
  + Cheque Printing
  + Develop Bank Reconciliation programmed through IT department Help
  + Expense Voucher accounting
  + Export Sales Invoice accounting
  + Preparation of F.O.B Register
  + Journal Voucher accounting
* Facilitate Internal & External auditors for finalization of books of accounts.

January ‘05 to July ’06

From January 2005 to July 2006 deputed to Core Healthcare Limited for looking the overall accounts due to demerger process with Nirma Limited

* Validate the system and provide the guidance to correct the all data and reports to IT department and with the help of IT department correct the all data and reports.
* Prepare Profit & Loss account and Balance Sheet as on Date 30-11-2004 as per requirement of Demerge the Company with Nirma Limited.
* Co-ordination with the External and Internal agencies appointed by Nirma Limited to verify and provide the correct information to process the Demerger process up to finalization.
* Maintenance of proper books of accounts as per statutory requirements.
* Handle the Internal & External auditors for finalization of books of accounts. Preparation of Profit & Loss accounts and Balance Sheet.
* Preparation of MIS Reports for Management.

**Achievements**

* Go-live the SAP In Nirma Ltd (Healthcare Division)
* Switchover the Asset Register in SAP Asset module from Excel
* Switchover the Legacy system in SAP.
* Developed programmed for incentive statement based on secondary sales.
* Developed programmed for Bank Reconciliation.
* Received award for initiative in implementing innovative banking and accounting ideas, leading to cost reduction in Nefron Limited.
* Received award for prepare accounts in time in Claris Lifesciences Ltd.
* Received award for prepare accounts in time in Core Healthcare Ltd.