

GEETA BALKRISHNA NAIK

Wakad-411057

Contact: +91 9766798433, Email: geenaik@gmail.com

ACCOUNTS & FINANCE PROFESSIONAL

Over 17 years Expertise in Accounting and financial analysis, Tax and statutory audits and Taxation Matters.

Core Competencies

Accounting and Auditing ~ Direct and Indirect Taxation ~ MIS ~ Working Capital Management ~ Inventory Valuation ~ Import and Export ~ Budget and forecast ~ Hedging ~ Transfer Pricing ~ Financial Consolidation ~ Internal and External Audit ~ Financial planning and analysis ~ Financial statement ~ Cost analyzation and reduction ~ SOP ~ Manage banking relationship.

ACHIVEMENT

Represented BWF India in Chief Finance Officer (CFO) meet conducted in Offingen, Germany at BWF headquarter (in 2016 and 2019). Above 7Countries financial expertise were attending this meet in Germany. Explained in detail about Important financial and account aspects, statutory and major legal compliances applicable in India through the power point presentation. Present Financials and Budget Figures.

ROLE AND RESPONSIBILITIES HANDLING

FINANCE & ACCOUNTS

- ⇒ Online statutory payments i.e. TDS, VAT, CST, Goods and Service Tax (GST), Custom Duty etc.
- ⇒ Processing of Bank Guarantee through trade on net portal. Vetting of LC Draft and Preparation of LC Documentation under collection basis.
- ⇒ Inward and Outward remittances against import and A2 Remittances.
- ⇒ Monthly salary processing with TDS Calculation
- ⇒ Funds Management in INR & EURO & USD
- ⇒ Prepare 5 years budget plan and submit to HQ.
- ⇒ Cross verification of Debit, Credit Note and GST Invoice.
- ⇒ Preparation of SBLC related documentation.
- ⇒ Related Party Transaction and its reconciliation
- ⇒ Handling ECB Return, FLA Return etc.
- ⇒ Prepare SVB related documentation
- ⇒ Accrued Interest on FD and TDS calculation
- ⇒ C form and E1 form Application against Purchases and Sales
- ⇒ Hedging against Import
- ⇒ Lease entries as per IND-AS in Lease on software
- ⇒ Preparing weekly / monthly Cash flow.
- ⇒ AR / AP reconciliation
- ⇒ Financial planning, analysis with forecasting and budgeting
- ⇒ Cost Management – Monitor and analyze the cost.
- ⇒ Managing the relationship with bank for CC/ OD limit and its documentation

MIS/ HQ Reporting

- ⇒ Finalize the MIS as per German HQ Requirement and uploading the same on IDL software and send the same for managements review.
- ⇒ Segment reporting category wise (Goods, Services, Trading etc.)
- ⇒ Upload weekly reports sales and Order in hand and monthly flash report on IDL.
- ⇒ Reinstate the Debtors and Creditors balances as per closing rate
- ⇒ Update 5 years budget plan and Investment file.
- ⇒ Manage Intercompany Reconciliation
- ⇒ Updation of consolidated statement Half Yearly and Yearly.

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- ⇔ Consolidation of Financials
- ⇔ Uploading of Financials in Emerge

STATUTORY and AUDIT COMPLIANCE:

- ⇔ **GST:** independently handling GST Compliances and filling returns i.e. TRAN-1, GSTR-1, GST 3B etc. preparation of GST Audit documentation and reconciliation, Refund against Export of Goods and Services and Cash Refund and Liasoning with GST jurisdiction.
- ⇔ Application for LUT
- ⇔ Prepare FAR register and calculation of Depreciation on Monthly basis.
- ⇔ **TDS:** Monthly Salary and Non salary TDS Calculation, Payment and filling quarterly TDS Return.
- ⇔ **Financial** Drafting (profit and loss a/c and Balance sheet) as per Auditors Requirement for Tax Audit and Statutory Audit
- ⇔ **Preparation of Transfer Pricing** return, draft return 3CEB
- ⇔ Handle audit related queries independently.
- ⇔ Provision and Prepaid working Audit related
- ⇔ Filling **profession Tax** return
- ⇔ Processing GST refund under Inverted duty.

IMPORT AND EXPORTS

- ⇔ Import purchase, CHA Bills, Customs duty booking in tally - after checking bill of entry and clearing charges of CHA Bills.
- ⇔ Outward Remittances against Import and submit required documents against remittance through trade on net, Hedging
- ⇔ Cross verification of Export Invoice as per GST requirement.
- ⇔ Compliances of Inwards remittances against Export Services and Goods and regularization of inward remittance with shipping bill.
- ⇔ Generate 15CA/15CB for Outward remittances against import Services.

INVENTORY MANAGEMENT

- ⇔ Verification Physical stock
- ⇔ Inventory valuation on daily basis of Import Stock considering the customs clearing charges and booking in tally. (Raw Material, WIP, FG Valuation)
- ⇔ Inventory In transit booking

PROFESSIONAL EXPERIENCE - EMPLOYER DETAILS:

1. TORK MOTORS PVT LTD. Pune

April 2022 – Till date

Designation	:	Sr. Manager - Accounts
Reporting	:	CFO
Team	:	Handling team of 6 people

Company Profile: TORK Motors Private Limited (TMPL) is one of the country's first electric motorcycle manufacturers. The brand has a history of racing at the 'Isle of Man and is backed by the Bharat Forge group. Tork Motors has unveiled its new electric motorcycle - the Kratos X at the Auto Expo 2023

Job Profile:

- Independently Manage the Finalization of Books of accounts, Manage Monthly/ Quarterly / yearly closing of books of Accounts.
- Financials drafting Standalone and consolidated.
- Uploading of Financials in Emerge
- Group reporting Monthly/ Quarterly / yearly
- Statutory Return fillings such as TDS, GST, Profession tax etc Processing of GST refund

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- Periodically verification of Journal/ Purchase accounting entries
- Monthly / Quarterly / yearly closing entries
- Supporting for Internal and External Audit
- Handling Due Diligence Documentation.
- Liasoning with Bank for Import and Domestic payment also prepare and submission of documentation related to CC/ OD Sanctioning.
- Monthly stock statement
- Knowledge of E-invoicing, handing GST and other statutory Queries independently
- Application and working of GST refund
- Fixed assets register and calculation of Depreciation
- Payroll Processing , with PF,PT, TDS working
- AR and AP reconciliation
- Lease entries as per IND-AS in Lease on software
- Preparing weekly / monthly Cash flow.

2. BWF TEC INDIA PVT. LTD., Pune

May 2011 – March 2022

Designation	:	Sr. officer - Accounts
Reporting	:	Group CFO (Germany) and Managing Director (India)

Company Profile: BWF Envirotec is the world's leading provider of filter media for industrial filtration, product filtration and solid/liquid separation. BWF headquarters is in Offingen, Germany. With sales and manufacturing sites in Australia, China, India, Italy, Russia, Turkey, South Africa , Poland and the United States as well as a sales network in over 50 countries.

Job Profile:

- Independently Manage the Finalization of Books of accounts, Manage Monthly closing of books of Accounts, Manage Monthly Reporting of Profit & loss and Balance sheet,
- Manage Accounting of expenses, adjustments, sundry creditors/ debtors reconciliation, Contractors' bill processing & verification, Monitoring the Import Consignment Bills, TDS, Retention Money & Accounting, etc..
- Generate MIS reports periodically for managements review.
- Review the profitability to assess the expenses & profits, correctness of revenue & expenditure accounted while managing the.
- Liaise with the debtors/ vendors while analyzing and reviewing their billings, the taxation compliances, Vendor Reconciliation, invoices, agreements and other legal documents, ensuring timely payments.
- Negotiate with banks and financial institutions for raising fund and non-fund based facilities at favorable terms to meet working capital requirements, handling SBLC related compliances.
- Manage GST related compliance filling return Independently i.e. Tran1,GSTR1,GST3B , Refund against Export of Goods and Services and reconciliation
- Filling TDS Return (Salary and Non Salary).
- Financials Drafting for Tax and Statutory Audit.
- ECB return, Foreign Assets and Liabilities Return etc.
- Prepared Budget periodically, five years budget and investment budget.
- Inventory Valuation (daily basis) of import stock.
- Manage Intercompany Reconciliation.
- Handle VAT Audit, Tax Audit, Statutory Audit and Excise Service tax Audit.
- Prepare Bank Guarantee, Inland LC, SBLC and Bank related compliances.
- Prepare FAR register and calculate Depreciation on Monthly basis.
- Prepare Documentations for Outward remittances (Advance and Against Import clearance) on Trade on Net.
- Online Statutory Payments - Customs Duty, VAT, CST,TDS, Service Tax, Excise, GST
- C form and E1 form Application against Purchases and Sales.
- SVB Related Documentation if any
- Preparation of Transfer Pricing Return Draft return 3CEB report

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- Weekly Report (Sales and Order In Hand Report)

3. GENIX AUTOMATION PVT. LTD., Pune

July 2010-April 2011

Designation : Executive Accounts
Reporting : Finance Manager

Company Profile: Genix Automation Pvt. Ltd. (GAPL), Pune, India, was founded in 2006. GAPL is providing Automation solutions in India. The company has in a very short time bagged numerous projects from almost all major car manufacturers. Providing Automation/Robotic and Infrastructure solutions to the Auto OEM. Tier 1 and other industries.

4. NATIONAL ENGINEERING COMPANY (NENCO) Pune

June 2007 to June 2010

Designation : Accountant
Reporting : Managing Director

Company Profile: National Engineering Company, more popularly known as NENCO, is a highly innovative company in the field of power transmission couplings, and allied products. Its quality Management system is certified to ISO 9001:2000 by BVQI NENCO. Since the year 1994, NENCO has tied up with MAYR GmbH + Co. KG, Germany as their sole Indian partner.

5. POOJA ENGINEERING COMPANY

Jan 2006 to May 2007

Designation : Accountant
Reporting : Managing Director

Company Profile: Pooja Engineering Company is a Manufacturing Company. Doing laser cutting and CNC machine work

EDUCATIONAL CREDENTIALS

Pursuing MBA in Finance
Manipal University

MCOM, May 2007
University of Pune

B.COM. 2005
Mumbai University

TECHNICAL SKILLS

Tally 9 ERP, Citrix, IDL Software (German HQ reporting), Emerge, Leaseon, Expertise in MS Word, MS Excel, MS PowerPoint, Internet Applications

PERSONAL DETAILS

Date of Birth: November 2nd, 1984

Marital Status: Unmarried

Languages Known: English, Hindi & Marathi

Address for correspondence: Wakad pune 411057.

Permanente Address: Dist : Sindhudurga- 416511

Present CTC: 17.28Lacs p.a