

RAJESH ALHAT

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MANAGER – FINANCE & ACCOUNTS

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A unique and dynamic professional, on a lookout for challenging assignments in “**Finance & Accounts**” with an organization of high repute

EXECUTIVE PROFILE:

An **achievement-driven professional** offering **over 20+ years** of experience in managing the entire Finance & Accounts functions.

Gained widespread experience of **accounting** both at corporate and project levels with knowledge of **GAAP & IFRS**

Skilled in managing **financial accounting**, receivables & payables, preparation of ledger books, bank reconciliation statements and finalization of accounts

Pivotal in **preparing MIS Reports**, Cash & fund flow statement, balance sheet, audit reports, invoices and other financial reports to keep a track of financial performance; worked on **reconciliation process**.

Expertise in instituting appropriate **collection process**, maintaining **fixed assets** and driving **payable accounting**

Highly skilled in **conducting variance analysis** to determine the difference between projected and actual results and implementing corrective actions

Established and maintaining **banking relations** with respect to **financial terms, bank guarantees, letter of credit, working capital, term loans and vehicle/car loans**.

Led end to end **processing of payroll** with strict timelines, posted salaries and wages journals to the finance system and reconciled the accounts at month-end.

Ensured smooth running of **Accounts Payable & Accounts Receivables (AP&AR)** department and processed payment allocation, follow-up for collection, reconciliation & month end reporting of receivables

Strong leader & team player; excellent motivational skills to sustain forward growth momentum while motivating peak individual performance.

Liasoning and maintaining healthy relationships with **Banks/Financial Institutions** for Day to day bank transactions, Clearing Import-Export documents, remittances and various compliances for smooth operations.

More than decade's experience working with **International Business**, knowledge of compliance with banks and RBI for **Export/Import related transactions**

Expert in **Reconciliation and recovery management**

EDUCATION & CERTIFICATIONS:

B.Com from Pune University in 1999, with First Class

SOFT SKILLS:

Analytical, Collaborator, Leadership, Communicator

IT SKILLS:

Tally and other accounting software's, TDS Software, MS Office – Word, Excel & Power Point

PROFESSIONAL EXPERIENCE:

Currently working as “**Manager-Finance & Accounts**” with one of the Multinational Company having it's head office at Middle East, who entered into Indian markets recently for start-ups in various verticals.

Key Result Areas:

Directing & controlling **financial operations** including **budgeting, planning, forecasting** and expenditure. Rolling out monthly MIS and Management dashboard on end of month plus 10 working days basis, P&L, balance sheet, cost centre wise profitability, cash flow statement, variance analysis and notes

Formulating **group financials** for every fiscal year audit process

Improving **working capital management systems**, tools, policies & procedures for group envisioning a material reduction in working capital requirements, in particular related to inventory, days payable outstanding and timely receivable collection

Driving implementation of commensurate **contract/project based accounting** and controlling system reflecting the financial performance of individual contracts

Forecasting a company performance and building a detailed operating model, assisting in devising **cost savings** opportunities alongside measures and milestones for the realization thereof.

Establishing & implementing **internal control** disciplines, adherence to internal policies and procedures

Monitoring **statutory compliances** and handling various **tax assessments**.

Preparing various MIS Reports for Management's review and to establish better internal control systems to prevent possible losses, revenue leakages and identifying grey areas of the operations.

Highlights:

Initiated and introduced new procedures in order to complete the monthly accounting activities on a timely basis

Developed strategies and implemented the cost center/segment wise reporting with high accuracy

Reviewed existing facilities with the banks, re-negotiated with bankers, reduced interest rates and has saved substantial finance costs

Reviewed pending bill of entries/shipping bills and has submitted the relevant documents to the bank to clear the huge pendency. Timely meeting with bankers to take a call on critical entries

Trained team to file quarterly TDS returns independently

To check financial viability of all proposals, agreements with a view to business and investment risks involved and give inputs to the management.

PREVIOUS WORK EXPERIENCE:

Feb'19 to Nov'22	DPU Medical College, Pune as Head-Finance & Accounts
Jun'16 to Feb'19	UGC Supply Chain Solutions Pvt Ltd as Head-Finance & Accounts
Apr'14 to Jun'16	Suvarnbhumi Realty Management Pvt Ltd as Manager Accounts
Nov'12 to Apr'14	Vibgyor International School as Asst. Manager - Accounts & Audit
May'12 to Aug'12	Krishidhan Seeds Pvt. Ltd. as Senior Manager- Internal Audit
Sep'06 to May'12	GTL Infrastructure Ltd as Manager-Internal Audit
Nov'04 to Sep'06	Larsen & Toubro Ltd. (L&T) as Accounts Officer
May'99 to Oct'04	Kalyani Group of Companies, as Accounts Executive
Jan'93 to Apr'99	Mantri Housing & Constructions Ltd., as Senior Accounts Assistant

Reporting to: Various authorities, including Chairman, Managing Director, Executive Directors,CFO, CEO & Department Head as per the size & structure of the organization

Key Result Areas:

Reduced costs/overheads by analyzing the requirements and proper utilization of available resources

Secured the title as **"Whistle-Blower"** in the department of over 18 finance professionals

Received regular appreciation from senior management for **consistently delivering the tasks** Undertaken

Managed **monthly financial closing**, external audit, and report generation to supervise all aspects of finance including financial facilities, accounts receivable, accounts payable, general ledger, sub-ledger, banking, payroll, management reporting, inventory and asset management

Steered **variance analysis** and evaluated actual results with the defined budgets while ensuring affirmations with business strategies to facilitate management decision making

Drove appropriate **collection process** by ensuring recovery from debtors in due time frame with minimum invoicing backlog

Maintained **fixed assets accounting**, fixed asset register/invoices and ensured the correct entries of depreciation as per accounting principles.

Collated input of timesheets, report for employee expenses claims and employee personal deductions, reports for overtime and absenteeism to **drive payroll process** smoothly

Administered **payable accounting**, updated supplier invoices after verification of all required documents as per the company procedure, followed up with respective stakeholders for the relevant documents, authorization to book the invoices in stipulated time and to process the payment as per due dates

Monitoring **day to day operations** of Finance and Accounts Team

Periodic general ledger and sub-**ledger scrutiny** and rectification of entries, wherever needed

Highlights:

Steered manual book keeping, recorded all entries, stock reports, physical verification of inventory and assets, & prepared financial statements

Drove all banking activities such as deposits, DD/RTGS/NEFT letter preparation, bank statements, daily bank reconciliation, notify bankers the wrong/excess charges and follow-up for reversal of the same.

Prepared client invoices, debit credit notes, journal entries

Surprise check of physical cash and book cash, pending advances and correct ledger posting.

Regular meetings with Purchase Heads, Project Heads, Key Customers, Vendors for smooth operations

Liaison with bank authorities, government offices, major suppliers, Contractors, Land-owners, Business partners

AWARDS & RECOGNITION:

Certificate of Appreciation: Received certificate of appreciation for excellence in Internal audit, during the year 2008-09

Certificate of Appreciation: Received certificate of appreciation for exceptionally good work done towards completion of Infrastructure project during the year 2007-08

Audit Excellence and Consistency: Received an award for Audit Excellency and Consistency during the year 2006-07

Employee of the Year: Received an award for Employee of the Year in 1994-95 for completing financial reports of a Public Limited Company within timelines, without immediate superior. *(One of the major achievement at initial stage of the professional career)*

Received regular appreciation from senior management for **consistently delivering the tasks** Undertaken

PERSONAL DETAILS:

Date of Birth: 23-Dec-1973

Languages Known (r,w,s): English, Marathi & Hindi

Address: Nirmay Residency, Dhayari, Pune – 411 041

Hobbies: Reading, Learning Technical Skills, Driving, Cricket, Carom

Willing to Travel to other locations: Yes