

## Resume



**Abhijit Pawar**

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**DOB :** 13<sup>th</sup> Jan, 1979

**Address:** Dubai

**Driving License:** Having Valid UAE Driving License

### Academic Details:

Qualification	Institute	Year	Percentage (%)
LLB [GEN]	Mumbai University	April 07	51
DIM	Welingkar Inst.of Mgmt Studies	Dec 05	62
DFM	Welingkar Inst.of Mgmt Studies	June 04	61
DBM	Welingkar Inst.of Mgmt Studies	Dec 03	61
M Com	Mumbai University	Nov 03	52
B Com	Mumbai University	April 99	51

### Work Experience:

➤ **Synergy Sub Sea Engineering LLC [Marine Offshore] – Dubai as an Accounts Manager** (Feb 2014 – Till Date)

- *Reporting to Managing Director*

### Responsibilities Handled:

- Thorough understanding of the financial reporting and general ledger structure.
- Analyzing accurate and timely monthly, quarterly and year end close.
- Payroll Processing [WPS]
- Operating Smart Business
- Finalization of Accounts
- Controlling of Sundry Debtors/Creditors Accounts.
- Advises staff regarding the handling of non-routine reporting transaction.
- Actively participate in handling personal issues relating to staff conflicts, absenteeism and performance issues.
- Monitor and Analyzes department work to develop more efficient procedure and use of resources while maintain A high level of accuracy.
- Supervise the general ledger group to ensure all financial reporting deadlines are met.

- Actively participate in process improvements, such as improved integration of subsystems to our accounting processes and departmental integration.
- Project accounting.
- Assisting and analyzing budget and Cash forecasting activities.
- Bank related work [ Bank Guarantee, Tender Bond and LC]
- Perform other duties as assigned.

➤ **Multiplex International LLC [FMCG] – Dubai as a Senior Accountant**

**(Dec 2010 – Feb 2014)**

**Responsibilities Handled:**

- Assist with analyzing financial statements on a monthly basis and report on variances, Manage and coordinate the overall financial administration of all divisions and provide support to management by preparing complete set of divisional financial statements including the income statement and general ledger analysis.
- Analyze revenues, commissions and expenses to ensure they are recorded appropriately on a monthly basis
- Assist with quarterly procedure commission reports; analyzing and correcting discrepancies & Assist with month end close; maintain various schedules, book month end adjusting entries; reconcile bank statements.
- Participate in design, development and implementation of financial controls and tracking systems which provide reasonable assurance that financial operations are effective and efficient, assets are safeguarded, financial information is reliable, and applicable laws, policies and procedures are followed.
- Payroll Processing
- Finalization of Accounts
- Controlling of Sundry Debtors/Creditors Accounts.
- Assist divisional managers to prepare annual budgets.
- Organize departmental assignments and possibly supervise payables or receivables.
- Actively participate in process improvements, such as improved integration of subsystems to our accounting processes and departmental integration.
- Perform other duties as assigned.

➤ **Shell Transource Ltd. - Mumbai as a Senior Account Executive**

**(Aug 2007 – Nov 2010)**

**Responsibilities Handled:**

- Primary responsibility is to prepare financial statements and supporting schedules according to monthly close schedule
- Facilitate and complete monthly close procedures
- Prepare monthly account reconciliations
- Assist with financial and tax audits
- Assist with preparing tax returns and corporate reporting requirements
- Assist in documentation and monitoring of internal controls
- Other projects as assigned

➤ **Mittal & Mehrotra [C.A Firm] as a Senior Audit Executive**

**(Feb 2005 – July 2007)**

**Responsibilities Handled:**

- Trial Balance Scrutiny
- Identifying improvements to procedures & formulate solutions
- Producing reports to present to Senior Management

## Resume

➤ **Habib & Co. [C.A Firm] as a Audit Executive**

(Sept 2000 – Dec 2004)

**Responsibilities Handled:**

- Verification of Accounts
- Preparation of Schedule

➤ **M/S Mukund & Co. As a Executive**

(Nov 1999 – May 2000)

**Responsibilities Handled:**

- Compilation of Purchase data

### **Additional Qualification:**

- Professional Training attended for Tally Version 9
- Basic Diploma in Computer software, MS office
- Worked on ERP Package

### **Other Details :**

- Languages known: English, Marathi, Hindi
- Hobbies & Interests: Reading
- Marital Status : Married
- Passport No. : L5946719/05.01.2024
- Visa Status : Employment