

RAVI SAGAR

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CAREER HIGHLIGHTS:

Organisation Name : Goel Ganga India Private Limited
Industry Category : Construction Industry
Designation : Assistant Manager–Finance & Accounts
Period : 12.12.2022 to till date
Job Profile :

- Direct Taxes: TDS – Monthly working, TDS payment, TDS return submission.
- Indirect Taxes: GST – monthly working and GST payment, GST return submission.
- Assessment: Income Tax Assessment.
- Audit: Statutory audit, Tax audit, GST audit.
- Account Payable: Invoice checking, accounting, process vendor payment.

CAREER HIGHLIGHTS:

Organisation Name : Swiftin Corporation LLP
Industry Category : Manufacture Company (Modular Assembly System, Modular Conveyor System, Machine Guard System)
Designation : Manager–Finance & Accounts
Period : 19.09.2021 to 10.12.2022
Job Profile :

- Financial: Preparation of Balance Sheet, Profit & loss account, Cash flow, FAR.
- Direct Taxes: Tax deducted at Source and Tax Collected at Source.
- Indirect Taxes: Goods & Services Tax.
- Assessment: Income Tax Assessment.
- Audit: Statutory audit, Tax audit, GST audit.
- Supervision, guide & manage Finance & account department with 7 members team.
- Finalization books of account, Budget, Costing, Banking work, Statutory payment, asset accounting, import and export.

CAREER HIGHLIGHTS:

Organisation Name : Econx Industries Limited
Industry Category : Import and Export, FMCG and IT
Designation : Manager – Finance & Accounts
Period : 14.08.2019 to 18.09.2021
Job Profile :

- Financial: Preparation of Balance Sheet, Profit & loss account, Cash flow, Note to accounts
- Yearly closing: Finalization of books of accounts.
- Audit: Individual handle of statutory audit, Tax audit, Internal audit.
- GST: GST registration, monthly payment, submission of monthly return (GSTR-1, GSTR-3B, reconciliation of GSTR-2A and GST annual return GSTR-9C.)
- TDS: TDS monthly payment, submission of TDS return with form 16A.
- Can do & Handle GST and TDS accounting.
- Master creation: Creation of master of accounts (Purchase ledger, Sales ledger, fixed asset, loan A/c, Expenses ledger, account payable, account receivable etc.).
- Loan: Submission of monthly stock statement (DP) to bank against loan.
- Bank: Handle bank work (Foreign currency payment, Bank guarantee work etc.)
- Statutory Payments : Online timely payment for PF, PT, ESIC.
- Reconciliation of 26AS.
- Handle & monitor: Account Payable, Account Receivable, Expenses, Income, Fixed Asset
- Budget: Preparation of budget & monitor on budget V/s actual.
- Costing : Project, Department, Vertical / product costing.
- Asset : Asset booking, transfer, capitalized and sale of asset.
- Import & Export: Prepare documents for import and export, thereof payment.

CAREER HIGHLIGHTS:

Organisation Name	: MDIndia Healthcare Networx Private Limited
Industry Category	: Service Sector
Designation	: Manager – Finance & Accounts
Period	: 01.04.2015 to 14.08.2019
Job Profile	:

- Financial: Preparation of Balance Sheet, Profit & loss account, Cash flow, Note to accounts
- Yearly closing: Finalization of books of accounts.
- Audit: Individual handle of statutory audit, Tax audit, Internal audit, Stock audit.
- GST: GST registration, monthly payment, submission of monthly return (GSTR-1, GSTR-3B, reconciliation of GSTR-2A and GST audit GSTR-9B.
- TDS: TDS monthly payment, submission of TDS return with form 16.

- Master creation: Creation of master of accounts (Purchase ledger, Sales ledger, fixed asset, loan A/c, Expenses ledger, account payable, account receivable etc.).
- Loan: Submission of monthly stock statement (DP) to bank against loan.
- Bank: Handle bank work (Foreign currency payment, Bank guarantee work etc.)
- Statutory Payments : Online timely payment for PF, PT, ESIC.
- Reconciliation of 26A.
- Handle & monitor: Account Payable, Account Receivable, Expenses, Income, Fixed Asset
- Handle day to day accounting, monitor and supervision to account assistant, executive.
- Budget: Preparation of budget & monitor on budget V/s actual.
- Costing : Project, Department, Vertical / product costing.
- Asset : Asset booking,transfer,capitalized and sale of asset.

CAREER HIGHLIGHTS:

Organisation Name : MDIndia Healthcare Services (TPA) Pvt. Ltd.
Industry Category : Service Sector (Third Party Administrator)
Designation : Asst Manager – Finance & Accounts.
Period : 16.04.2012 to 31.03.2015
Job Profile :

- MIS Reports: To help for preparation of balance sheet,P & L account ,Depreciation schedule & notes of account.
- Taxes : TDS
- Working with Internal and statutory auditor up to finalization.
- Fund : Fund planning for payment to vendor.
- Asset : Asset booking,transfer,capitalized and sale of asset.
- Monitor day to day accounting, income & expenses accounting, vendor & bank Reconciliation.
- Supervision to 5 executive and 2 senior executive.
- Handle day to day accounting, monitor and supervision to account assistant, executive.

CAREER HIGHLIGHTS:

Organisation Name : Krishidhan Seeds Private Limited
Industry Category : Seed Manufacture Company
Designation : Executive – Finance & Accounts.
Period : 28.02.2008 to 06.04.2012
Job Profile :

- MIS Reports: To help for preparation of balance sheet,P & L account ,Depreciation schedule & notes of account.
- Budgetary Control: Preparation of budget & monitor on budget V/s actual.
- Costing : To help for product costing.
- Statutory Payments : T.D.S. , VAT , P.F , Insurance payment.
- Taxes : TDS , VAT ,Service tax statement generation.
- Payments: Release the payment e.g.Vendor,grower,organizer,AMC etc.
- Cash / Bank: Handle day to day cash transaction,daily banking operations.
- Working with Statutory Auditor & Internal Auditor up to finalization books of accounts.
- Purchase : Domestic & import seeds ,packing material & chemical purchase accounting.
- sales : Sales accounting in SAP.
- Fund : Fund planning for payment to vendor.
- Asset : Asset booking,transfer,capitalized and sale of asset.
- Reconciliation : Bank reconciliation,vendor reconciliation.
- Accounting : Income & expenses accounting.

CAREER HIGHLIGHTS:

Organisation Name	: Shri Ganapati Netralaya (A Unit of Mahyco Group)
Industry Category	: Eye Hospital world class (2nd in the India)
Designation	: Account Assistant.
Period	: 03.09.2006 to 28.02.2008
Job Profile	:

- MIS Report: Working on MIS report, e.g. Monthly balance sheet, Income & exp. Depreciation.
- Budgetary Control : Assist to department head for preparation of budget, working on Budgetary control & various reports.
- Statutory payment: Working on Tax deducted at source, sales tax , VAT, PF payment.
- Taxation : Working on all kind of T.D.S matters, filling of monthly, quarterly, annual returns.
- Vendor payments: Handling all kind of vendor payments.
- Cash & bank: Handle day to day cash transaction (Rs.300000/- per day) & banking work.

- Working with statutory auditor & internal auditor for finalization of books of account.
- Handle day to day accounting matter.
- Working on monthly, quarterly, yearly stock verification.
- Asset handling: Worked on preparation of asset register, bar coding of asset.
- Foreign currency: Purchase foreign currency, demand draft, wire transfer.
- Purchase: Booking purchase medicine & all other purchase.

PERSONAL DETAILS:

- Name Ravi Vasant Sagar
- Date of Birth 11.06.1979
- Gender Male
- Language proficiency Marathi, Hindi, English

ACADEMIC QUALIFICATION:

S.N	CLASS	BOARD / UNIVERSITY	PASSING YEAR	%	DIVISION
1	MBA-Finance	Tilak Maharashtra University,Pune	2007-2008	65	First class
2	B.COM III	DR.B.A.M.U,Aurangabad	March 2001	75	First class
3	HSC	Aurangabad Board	March 1998	58	Second class
4	SSC	Aurangabad Board	March 1996	55	Second class

COMPUTER & OTHER PROFICIENCY:

- Computer skill SAP HANA, Tallyprime 1.1.4, Highrise

DETAILS :

- Total experience 17 years
- Current CTC 7,02,680/- PA Expected CTC 9,00,000/- PA
- Note Period 30 Days

DECLARATION :

I solemnly pledge that the above information is true to the best of my knowledge. Sir if given a chance I will perform my duties by industry honestly and to the entire satisfaction of my superiors.

Date :

Place : Pune

Ravi Sagar