

SUNIL SAWANT

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Working Objective:

To be a part of an organization where management recognizes hard work, Loyalty, honesty & ambition of an employee by providing growth opportunities and necessary infrastructure that contribute to the success of the company.

Professional Experience:

Total(21years)

Sr.No	Organization	Designation	Period
1	ARC Automotive LLP	HOD - Accounts	Since Oct. 2024
2	Sahyadri Logistics Pvt Ltd	Accounts Manager	June 2024 to Sept. 2024
3	Checkers India Technology Pvt. Ltd	Accounts Manager	Dec. 2022 to May 2024
5	Vashi Automobiles – Force Motor Ltd	Sr. Accountant	July 2019 to Sept 2021
6	Punj Lloyd Ltd.	Executive--Cost Control - Offshore Division Mumbai	April 2013 to June2019
7	Citycom Networks Pvt. Ltd-Spectranet (Shyam Group)	Sr. Executive- Revenue Assurance	April 2008 to April 2013

- Accounting:** Complete accounting till finalization of Accounts including monthly Profit & Loss Account, Supervision of accounting activity, Passing of Bills ,Cash & Bank Vouchers, controlling on Inventories, Bank Reconciliation, Debtors & Creditors ageing, Ledger Scrutiny, Physical Stock verification & Reconciliation, Checking of Salary, Incentive & Other Personal Related Statement. GST, Indirect & Direct Tax.
- Banking & Finance:** Various Returns to Bank like monthly Debtors & Stock Statement, Day to day banking Transaction, Daily Bank Position, Fund Planning, Letter of Credit, Bill Discounting, Bank Guarantee, Bank Realizations Certificate, Correspondence with Bank, Bills of Exchange & Margin Money, and Handling fixed Deposits with Bank, checking Bank Advice, Coordination With Bank.
- MIS:** Providing Information to Management from time to time as required.
- Others:** Selling of Recovered Solvent, Payroll system, internal audit work, stores related work, helping in Dispatch.

Punj Lloyd Ltd.

April2013- June 2019

Role: Cost Control Executive-Offshore Division (at RO – Mumbai)

Projects Handled: Simultaneously handling below mentioned responsibilities for the following projects

1. Panna New SPM System and Pipeline Project for Client **British Gas EPL** (INR 98.67 Cr)
2. WO-16 Cluster & SB-14 Pipeline project for Client **Oil & Natural Gas Corporation[ONGC]**(INR 469 Cr)
3. LPG Pipeline Project for Client Hindustan Petroleum Corporation Ltd (INR 101.78 Cr)
4. B-127 Cluster Pipelines project for Client **Oil & Natural Gas Corporation[ONGC]**(INR 671 Cr)

Responsibilities:-

- Activity based Cost controlling for the projects.
- Preparing Customer's Invoices (Milestone number & Certificate of Milestone payment)
- Billing (Auditing of vendor's invoices as per contract) for the projects.
- Creation of and daily updating of the projects' cost Sheets.
- Costing for various activities - marine, storage, testing, transportation, installation etc. for the projects.
- Involvement in preparing "Bid Analysis" during vendor/subcontractor finalization.
- Review vendor's invoices as per "Oracle Purchase Order" terms & conditions.
- Prepare Fund Allocation on monthly basis & review the same with Department's central costing team.
- Follow up with Accounts Depts. for payment to the vendors as per approved Fund Allocation.
- Co-ordination with planning team for forecasting the future expenses.
- Prepare cash flow for the projects.
- Prepare the budget and Cost report on bi-monthly basis for Top Management review.

M/S Citycom Networks Pvt. Ltd- Spectranet(Shyam Group)

April 2008 –April 2013

Role: Sr. Executive – Revenue Assurance.

Responsibilities:-

- Reconciliation and closure of aging receivables.
- Effective monitoring and evaluation follow up to customers.
- Tracking and updating the management on all aged item above 30 days.
- Implement new collection mechanism.
- Managing the day to day accounting operations and internal controls including Pin Tracking regulatory cash and Bank accounts, MIS and report to Head Office.
- Manage Accounts Payable, verification & processing of Vendor payments to Head Office.
- Supervisory Works & verification on day to day basis Cash & Bank receipts & payment vouchers, Journal Vouchers, Sales and purchase bills, Cheque and Cash Receipts, Data entry, Funds position.
- Follow-up for debtors outstanding and its recovery along with Aging Analysis.

Previous Assignments.

- **Accounting:** Complete accounting till finalization of Accounts including monthly Profit & Loss Account, Supervision of accounting activity, Passing of Bills ,Cash & Bank Vouchers, controlling on Inventories, Bank Reconciliation, Debtors & Creditors ageing, Ledger Scrutiny, Physical Stock verification & Reconciliation, Checking of Salary & Other Personal Related Statement.
- **Banking & Finance:** Various Returns to Bank like monthly Debtors & Stock Statement, Day to day banking Transaction, Daily Bank Position, Fund Planning, Letter of Credit, Bill Discounting, Bank Guarantee, Bank Realizations Certificate, Correspondence with Bank, Bills of Exchange & Margin Money, and Handling fixed Deposits with Bank, checking Bank Advice, Coordination With Bank.
- **MIS:** Providing Information to Management from time to time as required.

- **Others:** Selling of Recovered Solvent, Payroll system, internal audit work, stores related work, helping in Dispatch.

Educational qualifications

- B.com (Accounts & Finance) from " Mumbai University", Year 1989.
- Higher Secondary Examination from "Pune Board" Dist. Maharashtra Year1985.

Soft Skills

- Office Software: MS Office (MS Word, MS Excel).
- Working knowledge of ORACLE 11i.
- Working knowledge of NOVISION11i.TALLY, EXACITLY & CHAMP.
- Well versed with Net Surfing.

Hobbies/Interests

- Watching any type of documentary telecast in Discovery & NGC (which improves knowledge & decision-making ability).
- Travelling, Net Surfing

Other Personal Details

Father's Name: Late. Bhaskar Sawant

Date of Birth: 9th March 1966

Address : 202, Shradha Arpan, Plot No. B-33, Sector – 29, Agroli Village, CBD-Belapur, Navi Mumbai - Pin 400614.

Language Known : Marathi, Hindi & English

Marital Status : Married

Declaration

All the information provided above is true as per best of my knowledge.

Sunil Bhaskar Sawant

Place: Navi Mumbai

Date: