

HRISHIKESH MADHAV DESHPANDE

Mobile: +9198222 55927/+9194212 75927

E-Mail: hmdeshpande@gmail.com

JOB OBJECTIVE

Seeking challenging assignments in Finance & Accounts and Taxation with an organization of high repute

PROFILE SUMMARY

- PG Diploma in Business Finance with 8.5 years of experience in:
 - Process Operations**
 - Accounts Reconciliations**
 - Finance & Taxation**
 - Internal Audits**
 - Liaison & Coordination**
 - MIS Reporting**
- Currently associated with BNY Mellon International Operations (India) Pvt. Ltd., Pune as Operations Executive
- Proficiency in managing financial accounting, receivables & payables management, preparing ledger books, bank reconciliation statements and finalization of accounts.
- Skills in presenting a true & fair view of the financial position of the company by preparing financial statements viz. P&L account, balance sheet and annual reports
- Resourceful in managing day-to-day accounting functions like finalization of accounts, accounts reconciliation, etc.
- An effective communicator with excellent relationship building & interpersonal skills

CORE COMPETENCIES

- Implementing systems, procedures & manuals for preparation & maintenance of statutory books of accounts & financial statements, ensuring compliance with statutory requirements
- Handling reconciliation of accounts receivable trial balances with the general ledger control account
- Conducting ageing analysis of the payables to understand the paying pattern and devising effective accounts payable policies
- Carrying out periodic review of financial transactions with the assistance of team members
- Computing & arranging for timely deposit of taxes (Provident Fund, Profession Tax & TDS) and filing of returns for timely completion of assessment and ensuring statutory compliance
- Liaising with Banks & Income Tax Dept. for Income Tax matters, PF, ESI Dept. & other local bodies for other matters

WORK EXPERIENCE

July'09-Till date	BNY Mellon International Operations (India) Pvt. Ltd., Pune	Operations Executive
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Responsibilities:

- Involved in reconciling the Nostro Accounts.
- Performing investigation of outstanding entries by using due measures, so that funds can be moved to correct accounts.
- Ensuring timely processing of unapplied funds.
- Conducting internal audit of the process.
- Motivating team to increase their productivity.
- Ensuring follow up with departments to clear aged entries
- Corresponding with other departments, other recon teams, and sub-custodians. This help us to move the funds to correct account
- Drafting MIS reports – ageing report, exceptions reports, weekly performance reports of the team, etc.
- Responsible for resolving different kinds of queries & chasing them with reference to different departments

Highlights:

- Received appreciated for delivering error free work
- Efficiently set all reporting activities to Departments & Auditors and management.
- Successfully:
 - Trained the team members
 - Involved in system migration

- Implemented various performance trackers, implied controls which increased the productivity
- Recognized with Best Appraisal Rating in 2010, 2012, & 2013 for performance excellence
- Holds the distinction of being awarded with the Best Performer of the Month Award for Jan'10
- Holds WOW-Applause award in 2016.

Aug'04-Feb'05

Pancard Clubs Ltd., Pune

Accountant

Responsibilities:

- Drafted Daily Sales Report & Variance Report Of Stores Department on monthly basis
- Performed reconciliation of banks and inter-company transactions
- Oversaw monitoring and reconciliation of sales and purchase JVs
- Managed Taxations matters like TDS, Luxury Tax, Sales Tax Monthly Returns and Remittances of taxes collected
- Prepared Funds flow statement and dealt with cash management
- Ensured finalization of accounts

Highlights:

- Effectively brought all TDS and Sales Tax work to Pune and set the process

Feb'03-Jul'04

Electronica Finance Limited, Pune

Operations Assistant

Responsibilities:

- Prepared documentation of agreements and verified the same till final disbursements
- Handled insurance of assets and renovations
- Corresponded with:
 - Clients & branches for compliances in disbursements
 - Banks relating to disbursements and agreements such as LCs
- Maintained a track of PDCs and submitted the report of return cheques.
- Managed Reconciliation of Banks & Inter- branch transactions & accounting of branches
- Oversaw taxation related matters

Highlights:

- Set the process of insurance and implemented tracker for renovation of policies.
- Pivotal role in ensuring regular follow up with customers regarding clearance of returned cheques.

PREVIOUS EXPERIENCE

Jun'01-Jan'03

A.S. Padhye & Co. (Chartered Accountants), Pune

Accounts Assistant

Responsibilities:

- Successfully carried out accounting and auditing.
- Handled complete preparation and submission of IT Returns.
- Record of PAN Cards

Highlights:

- Set up process of application and receiving PAN Cards.

Jul'98-Jun'99

Bajaj Auto Ltd., Pune

Apprenticeship

Responsibilities:

- Handled accounting of sales invoices.
- Prepared Debit Notes and Credit Notes.

EDUCATION

- Diploma in Business Finance from ICFAI University, Hyderabad in 2007
- B.Com from Pune University in 2001

IT SKILLS

- Well versed with MS Office & Accounting Packages such as Tally

COMMUNITY DEVELOPMENT WORK

- Actively involved in CSR Activities in BNY
- Helping to NGOs who are working for children in backward classes.

PERSONAL DETAILS

Date of Birth: 2nd August, 1980
Present Address: Sundaram 403, Shri Vyankatesh Vihar, Jambhulwadi Road, Datt Nagar, Ambegaon, Pune - 411046
Languages Known: English, Hindi & Marathi

Date:

Hrishikesh Deshpande