



PRATIK JAIN

CMA

INTERMEDIATE

PERSONAL INFORMATION:

EMAIL:

PRATIK.JAIN2309@GMAIL.COM

MOBILE NUMBER

9921369368, 7972261781

CURRENT ADDRESS

AKURDI, PUNE 411035

PERMANENT ADDRESS

MAIN ROAD,

TQ KALAMNURI

DIST. HINGOLI MH 431702

ENCLOSURE:

CAREER APPLICATION

CURRICULUM VITAE



APPLICATION

Date:

Dear Sir / Madam,

Sub: Prospective career opening in your organization

I am writing to apply for finance level position in your company. I take this opportunity to introduce myself. I **have experience as a Finance Executive/Finance Analyst/Finance Associate in Manufacturing sector/Auto sector/ R & D sector/IT sector etc.**

I understand that your organization operates in a professional, dynamic and vibrant environment. I am absolutely sure that there would be extremely challenging and growth oriented career opportunities existing in your organization. All this positively motivate me to do the work with your organization.

I can assure you that with my academic background and industries exposure accompanied with the knowledge and skill acquired, I would be able to make a meaningful contribution to your organization, especially in the areas of **Core Finance/Accounts** and I am very keen to apply my skill and expertise in today's financial era. I am desirous of a long – term association with organizations where professional skill and talents are recognized. I am confident of playing a productive role towards growth of an esteemed organization like yours.

I am enclosing my Curriculum Vitae herewith for your kind perusal. I am looking forward for an opportunity to meet your good self and exploring possibilities further.

Thank You..!

Curriculum Vitae

Pratik Jain

Akurdi, Pune - 411035

Email: pratik.jain2309@gmail.com

Phone: 9921369368/7972261781

Objective:

"To obtain responsible & challenging position in strategy of the organization where my knowledge will have valuable application & utilization of my opportunity for advancement. I would like to work in competitive & challenging environment..." "As a Strategist"

Professional Summary:

- *To monitor the finance internal control framework with focus on Process level and Company level.*
- *High degrees of intellectual curiosity, ability to self learn and to continuously identify the areas of improvement in existing process.*
- *Streamline and set up the Payment process with Finance & Treasure Department.*
- *Give the payment approval to the Finance Department as per the Cash Out budget plan.*
- *Ensure the timeliness and accuracy of financial reporting month wise.*
- *Strong effective communication with stakeholders including Finance and Project Controller, Project Managers, Plant/s etc.*
- *Analysis of Cash In - Cash Out Budget and Forecast.*
- *Vendor Reconciliation month wise, analysis of Vendor Credit Note as per Project and give approval to Finance Department for Debit to Vendor.*
- *Monitoring Vendor Capex and Tooling Final Payments and Advance Payments etc.*
- *Monitoring the IO/PR/PO of Capex and Tooling of the Project and for Reporting purpose through ME23N/KO03.*
- *Monitoring Debtors and Creditors management.*
- *Analysis of Customer Debit Note – Price, Quantity or Quality etc. discussion with the management for any discrepancies. by taking data from B2B portal.*
- *Analysis of Plant wise and month wise Sales and Purchase Report.*
- *Give the approval to sales Department to issue the Credit Note to Customer as per the Debit Note after get an approval from Internal Department.*
- *Intercompany Reconciliation and give the payments approvals as per the budget.*
- *Reconciliation of Advances Receipt and Final Receipt from the customers.*
- *Follow-ups of outstanding receipts with the customers.*
- *Collect the all Information of Project Cost / Expenses and support to finalize it month wise.*
- *Support and solve the Auditor's queries at the time of Audit.*
- *Good Exposure in Analytical and Problem solving matters in relation to F&A with More than 5 years Experience in Core Finance & Accounts having knowledge of P&L, B/s, GST and Cost Sheet.*
- *Support to the managers and controllers for the month end closing.*
- *Review of Agreements and Contracts between supplier and company whether transaction done appropriate manner or Not.*
- *More than 4 years Experience in SAP using major transaction T-Codes like Fbl3N, Fbl1N, FBL5N, F.13, ME23N, Miro, Mira Etc.*
- *To raise the Offshoring Activities Sales order through VA01 to the Customer by using SAP report of CATS_DA / CJI3 with IOM, if changes require - VA02, Search the SO details - VA03.*
- *Analysis of Offshoring Invoices data thorough – ZQUSD1.*
- *Maintain the good B2B relation for the future better image in the market by taking a feedback from vendors and Customers.*
- *Handling Foreign / Domestic / Local Payments Process from Start to End with Authorized Documentations.*
- *Handling Import Material Payment along with BOE, BOL, Form A1, Invoice and Authorized Documents.*
- *Handling Import Services Payment along with Invoice, TDS, Form A2, Form 15CB, Form 15CA and Authorized Documents.*
- *Communication with Concern Bank & RBI Representative and solve the issues or queries through email communication.*
- *Handling ATA Carnet Import payment issue with Logistic, Purchase, CHA, and EXIM Department.*

Current Experience: (Finance and Accounts Controlling - Projects) - Reporting to Program Controller and Project Manager

Faurecia India Pvt. Ltd as a Finance Executive (From 08 October 2018 to till date)

Responsibilities Handled:

- Finance- Payment & Receipt- Controlling (Route Cause Analysis)
- Financial Reporting of Cash out & Cash in
- Accounts Payable – Invoice Analysis
- Giving Payment approval as per Month wise & Project wise Budget
- Handling financial matters regarding Import & Domestic Supplier's Payment
- Secretarial work regarding financial matters
- Co-ordination with Local Bank and RBI Representative to solve the Payment Issues

Past Experience: (Accounts Payable) – Reporting to Finance Manager

Steria India Ltd as a Senior Process Associate (Finance –AP) (From 06 October 2016 to 10 August 2018)

Responsibilities Handled:

- Invoice Booking Analysis.
- Analysis of Invoices is processed as per the Agreement with client.
- Any Discrepancies regarding with Invoices then mail communication with the client.
- Worked with Procurement to generate the PO as per the client's requirement.

Past Experience: (Core Finance) – Reporting to Finance Manager & CFO – MD Office

Knorr-Bremse Technology Center India Pvt. Ltd. As a Financial Associate (16th May 2016 to 04 October 2016)

Responsibilities Handled:

- Verify the transactions comply with financial policies and procedure.
- Import Service Payment (Form 15CB, Form 15CA, A1, A2, TDS etc).
- Import Material Payment (Form A1, BOE, BOL, Invoice etc).
- Handled and follow up through Mail communication with Foreign Suppliers as well as Domestic Suppliers whether payment is done by bank in appropriate manner or not or in case of excess payment.
- Releasing the Advance Payment to Supplier's requirement through Proforma Invoice/s.
- Preparing the Authorized documents for Advance payment taking an approval from MD And submit to bank for further process.

Past Experience: (Core Finance) - Reporting to Finance Plant Controller

Steelcase Asia Pacific Holding India Pvt. Ltd. Pune (MH) As a Financial Analyst (07th Sept. 2015 to 13 May 2016)

Responsibilities Handled:

- Receive and acknowledge vendor invoices from various departments.
- Ensure all invoices received by finance department matching with PO/Vendor Agreement.
- Ensure Correct GL Code, Cost Centre and TDS rate is mentioned on the invoices.
- Ensure the Correct Posting and Payment is done by Central Accounts Team.
- Keeping a Track of Bill of Entries for foreign payments and Logistic vendor payments.
- Making Form A1/A2, other required documents for foreign vendor payments.
- Preparing form 15 CA and upload it to government website.
- Getting form 15 CB from CA and submitting to bank.

Past Experience: (Accounts Payable) – Reporting to Finance Manager

John Deere India Pvt Ltd. Pune (MH) As a Finance Executive (20th December 2013 to 4th Sept.2015) (Accounts Payable)

Responsibilities Handled:

- Verify the transactions comply with financial policies and procedure.

- Import Service Payment & Material Payment (Form 15CB, Form 15CA, A1, A2).
- Import Material Payment working through IPMS.
- Freight Booking (Imports, Exports, Domestic, Local).
- Handling Critical Situation Regarding Freight Activities & Other Activities.
- Review the freight Agreements.
- Review the freight's Rates & TDS Activities.
- Clear the Advances of freights.
- Block the Payments in case of freight imports agreements does not available.
- Track the record of each and every Invoice (GRIR Tracking).
- Receive and Verify invoices and requisitions for goods and services.
- Rate Difference Analysis cases (follow up of Vendors & Buyers)(workflows).
- Handled and follow up of Vendors (in case of Excess payment).
- Email communication with Buyer & Vendors and also Focus Factories (Like-Engine, Transmission and Vehicle).

Past Experience: (ICMAI Trainee)

Artefact Projects LTD. Nagpur: ICAI Trainee (September 2010 to march 2011)

Project – ICMAI:

R & D of "Strategic Management of the Organization's Behaviors and Automobile Industries.

Extra Curricular Activity:

- Participation in National Service Scheme for Two years Through Collage.
- Mechanical Technology Course Two Years under Maharashtra Certificate Of Vocational Course (MCVC) (State Govt.) (Turner & Fitter)
- Participate in CSR Activities

Education Details:

| Sr. No | Examination | University/Board | Year | Percentage |
|--------|------------------|------------------|------|------------|
| 1 | S.S.C | Aurangabad | 2003 | 48.93 |
| 2 | H.S.C | Aurangabad | 2005 | 54.33 |
| 3 | B.Com | SRTMU , Nanded | 2008 | 77.08 |
| 4 | M.Com | SRTMU , Nanded | 2011 | 65.00 |
| 5 | CMA Intermediate | ICMAI, Kolkata | 2010 | 52.00 |

Language Known and Hobbies:

- Marathi, Hindi, English.
- Playing Chess, Reading books etc.

Personal Details:

Name : Pratik Jain

Father's Name : Dilip Jain

Date of Birth : 23/09/1987

Marital Status : Single

**** I hereby declare that all the information is true to the best of my knowledge & belief****

PLACE: PUNE

PRATIK JAIN