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## ABHISHEK SARAWAGI

### Chartered Accountant Professional

Finance & Accounts | Cash Flow & Budgeting | Statutory Compliance

*Dedicated Finance & Accounts Professional, targeting top-level assignments in Finance & Accounts, Taxation and Auditing with an organization of repute*

#### Executive Summary

Chartered Accountant Professional offering **over 10 years** of rich experience in steering entire gamut of **Accounts & Finance Operations** encompassing **Financial Planning & Internal Auditing, Business Finance Transformation & Cash Flow & Fund Management, Budgeting** and **Project Finance** with knowledge of Companies Act, Indian GAAP and IFRS.

Spearheaded financial & accounting matters entailing preparation of financial statements & securitization of statutory books of accounts as per IFRS & latest accounting standards.

Excellence in **reviewing and enhancing all financial procedures and internal auditing & other controls**, automating and integrating financial information systems, directing preparation of financial forecasts with coordinated **budget projections**.

**Led multiple audit assignments**; performed **Statutory Audits, Group Audits, and Tax Audits**

Excellence in **evaluating internal control systems / procedures, preparing audit reports** with a view to highlight the shortcomings and implementing necessary recommendations.

Acquired working knowledge **ERP Software Far Vision & Database Management Software (IPRO) & (ITAX)** and accounting packages (Tally ERP, Fact, Ex-Ngn, and so on)

Expertise in **managing operations in compliance to rules & regulations** laid by the organization; **recognized for establishing consistent & appropriate business practices**.

Outstanding communication & leadership skills that have been put to use in effectively resolving problems and promoting a positive work environment.

#### Key Impact Areas



Financial Planning & Internal Auditing

Auditing & Taxation

Cash Flow & Fund Management

Budgeting

Periodical Book Closure

Financial Statement Analysis

Accounts Payables & Accounts Receivables

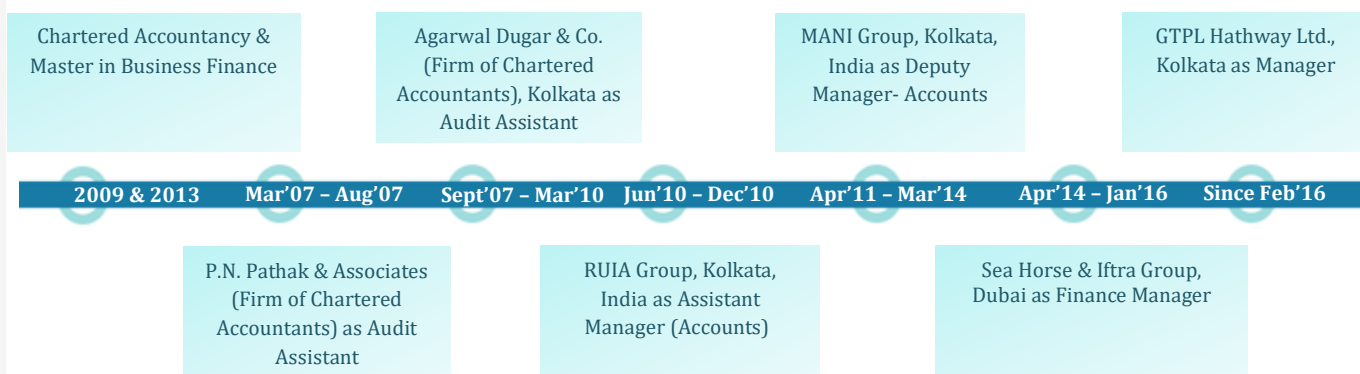
Management Financial Reporting

Reconciliations & Analysis

Statutory Compliance

Team Management

## Timeline



## Notable Accomplishments Across The Career

- ❖ Created well-designed **budget and financial models** to measure and evaluate the financial success of the organization; prepared and presented weekly and monthly management reports on cost and benefit analysis, productivity analysis, inventory turnover analysis and cost variance analysis
- ❖ Established & implemented **control procedures** for proper safeguards and accounting & all compliances related to internal control and audits in context to the operations of the company
- ❖ **Front-led and coached a team of 15 people**, provided insights on accounting, policies & compliances
- ❖ Accomplished **financial objectives** by forecasting requirements, preparing annual budget, scheduling expenditures, analyzing variances and initiating corrective plans
- ❖ Recommended **key operational changes** within business units to drive **profitability improvements**
- ❖ Structured & implemented monthly and quarterly MIS highlighting weakness and opportunities to achieve the management goals
- ❖ Facilitated external audit information requirements for timely completion of audit schedules
- ❖ Ramped-up the audit team's performance & delivered value-added solutions to clients which further enhanced business profitability

## Professional Experience

**Feb'16 - Present with GTPL Hathway Ltd., Kolkata**  
**Senior Manager**

### Key Result Areas:

- ❖ Spearheading a team of 15 people of different branches; **administering credit control functions and accounts payables & receivables**; dealing with banks for day-to-day operations
- ❖ Managing basic book-keeping activities, adhering to approvals, conducting audits, internal/ external liaising, and capex; performing TDS & allied reconciliations on 26AS, advance taxes & direct tax return filings; performing Tax Audits as per Sec 44AB of Income Tax Act, 1961
- ❖ Scrutinizing Books of Accounts, Fixed Assets Register, and so on; preparing MIS on a daily basis
- ❖ Preparing:
  - Monthly budgets for the branches in Eastern & North Eastern India
  - Preparing & finalizing annual accounts of the branches & their consolidation
  - **Reconciliation of suppliers & customers' accounts as per their agreements**
  - Monthly book closure process
- ❖ Expediting in funds management and submission of periodical returns to bank against cash credit limit
- ❖ Developing MIS reports (Budget Variance Report, Expenses Report, Profitability Report, Receivables Ageing Analysis, Monthly Balance Sheets as per Sch-VI and so on) for top management on a weekly, monthly, quarterly basis
- ❖ **Authorizing Purchases & Payment release to suppliers, contractors & other vendor payments**
- ❖ Interfacing with Internal & External Statutory Auditors on their reporting requirements, observations, and means to close audit issues; finalizing budgets for the year; maintaining and tracking progress against budgeted revenue and expenses incurred periodically; collating reports & presenting them to management like revenue actuals vs. budgets, direct and indirect cost, and so on
- ❖ Reviewing compliance with Ind AS Accounting Standards; building a culture of quality for the Audit Team
- ❖ Supervising the conduct of statutory audits including controls and substantive testing, audit of financial statements as per relevant GAAP, review of key business processes & internal controls and analysis of data to gain comfort on various assertions
- ❖ Evaluating compliance to the Companies Act & various legislative laws

## Previous Experience

**Apr'14 – Jan'16 with Sea Horse & Iftra Group, Dubai**  
**Finance Manager**

**Key Result Areas:**

- ❖ Led a team of around 10 people of Head Office & around 15 people at Factory Level and managed inventory control
- ❖ Prepared:
  - Monthly budgets and managed fund positions
  - Annual accounts of the company as per IFRS & its consolidation
  - **Reconciliation of suppliers & customers' accounts as per the terms of payments**
- ❖ Established the pricing strategies and monitored the costs on a regular basis
- ❖ Interfaced with banks for Bank Finance, Opening of Short-Term Loans, Treasury Receipts, Foreign Exchange Receipts & Payments and so on
- ❖ Administered various insurances like Credit Insurance, Property Insurance, and so on

**Apr'11 – Mar'14 with MANI Group, Kolkata, India**  
**Deputy Manager (Accounts)**

**Key Result Areas:**

- ❖ Led a team of around 10 people of Head Office & 15 people at Factory Level and managed inventory control
- ❖ Steered project accounting, sales collection, and transfer of plots, **vendor management, contractor payment**, routine accounting, statutory compliances with the concerned department
- ❖ Ascertained profitability of the projects and prepared MIS to analyze financial statement
- ❖ Prepared & finalized annual accounts of company; consolidated the accounts of different projects
- ❖ Facilitated the auditors in conducting project audit by providing timely and correct information required for audits
- ❖ Managed:
  - Statutory compliances for projects also managing projects risks
  - Inventory control
  - **Reconciliation of suppliers & contractors accounts as per the terms of contract**
  - Reconciliation of CAM of retail stores and entire mall accounts & administration
  - Reconciliation of monthly rentals of rented property received as per the terms of the contract
- ❖ Dealt with Banks for Project Finance; facilitated opening LCs & BGs & other banking operations
- ❖ Acted as a part of Procurement Team for finalizing big trade packages / tenders

**Jun'10 – Dec'10 with RUIA Group, Kolkata, India**  
**Assistant Manager (Accounts)**

**Articleship Experience**

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**Sept'07 – Mar'10 with Agarwal Dugar & Co. (Firm of Chartered Accountants), Kolkata**  
**Audit Assistant**

**Highlights:**

- ❖ Managed statutory audits covering preparation of audit program, computation of materiality for audit purpose, verification of cash, investments, fixed assets, stock, and BRS
- ❖ Conducted operational, financial, process and systems audits designed to review and appraise the client organization's activities, systems and controls; performed book writing
- ❖ Supervised the conduct of statutory audits of Private Limited companies, PSUs, and so on, Concurrent Audits
- ❖ Prepared accounts for individuals & proprietorship business
- ❖ Calculated Income Tax returns of Corporate/ Non-Corporate assesses; conducted tax audits of entities
- ❖ Collaborated on planning objectives and determined audit strategy to address risks
- ❖ Built & maintained strong relationships with key clientele and worked as a focal point for client queries and recommendations

**Mar'07 – Aug'07 with P.N. Pathak & Associates (Firm of Chartered Accountants)**  
**Audit Assistant**

**Highlights:**

- ❖ Conducted statutory & concurrent audits for:
  - National Iron & Steel Company (Statutory Audit - Eastern Region)
  - United Bank of India
  - Allahabad Bank

**Education & Credentials**

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- ❖ Pursuing **US CPA** conducted by AICPA
- ❖ **Master in Business Finance** from the Institute of Chartered Accountants of India, Kolkata in 2013
- ❖ **Chartered Accountant** from Institute of Chartered Accountants of India, Kolkata in 2009

- ❖ Associate Member of ICAI, Chartered Accountancy, 2009
- ❖ Bachelor of Commerce (H) from Umes Chand College, Kolkata, Calcutta University, India in 2005

## Trainings

- ❖ Completed 250 hours of Computer Training Course from ICAI covering following modules MS-Windows, MS-Office HTML

## IT Skills

**Application Package:** MS Office (Word, PowerPoint, Excel)

**Accounting Packages:** Tally ERP, Fact, Ex-Ngn

**Software:** ERP Software Far Vision & Database Management software (IPRO) & (ITAX)



## Personal Details

**Date of Birth:** 24<sup>th</sup> March 1984

**Languages Known:** English, Hindi & Bengali

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700101, West Bengal