

# SUNIL MADHUKAR GADKARI

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## Objective:

Possess approximately eighteen years of experience in different sectors with an ongoing process of continuously learning new changes in this diverse and challenging environment. I would like to enhance your organization with the abilities and skills I hold.

## Professional Strength

- \* Highly organized, dedicated with a positive attitude.
- \* Flexible with the ability to work on multiple tasks.
- \* Resourceful, skilled in analyzing and solving problems.
- \* Good oral and interpersonal skills.
- \* Work well under pressure with ability to meet demanding deadline situations.
- \* Flexible and willing to travel according to requirement.

## Technical Skills

<b>Operating System</b>	Windows-98, Windows-NT, Window-2000, Windows-XP
<b>Package</b>	Tally 7.2 3.14, MS OFFICE, SAP, ERP

## Academics

MBA Finance	Indian Management Study & Research Centre, Mumbai	2014
Dip in Industrial Electronics	Board of Technical Education, Mumbai.	1996

## Work Experience

### SUMMARY

Company Name	Tenure	Designation
Sphurti Industries	June 1995 to June 1996	Production Supervisor
Aditi Industries	July 1996 to Sep 1998	Purchase & Procurement
Powertech Equipment	Nov 1999 to May 2006	Working Partner
ABB Ltd. (On Third Party Contract)	May 2006 to Sept.2011	Commercial Officer
Jyoti Structures Ltd.	Oct.2011 to	Commercial Officer

	Sept.2014	
Ashoka Buildcon Ltd.	Oct.2014 to Apr.2015	Commercial Executive
KEC International Ltd; Saudi Arabia	Apr.2015 to Nov.2016	Commercial Executive

#### ***KEC International Ltd. Jeddah (Saudi Arabia) (Apr.2015 to Oct.2016)***

**Worked as a Commercial Executive (Reporting to Chief Manager-Commercial)**

- **Logistics:** Successfully cleared & delivered around 200 containers/month by coordinating with CCF agent & suppliers for different projects.
- **Petty Cash:** Maintaining cash register in ERP, making Cash voucher payments, coordinating with project site for cash expenses.
- **Accounts Payable:** Coordinating with Site for subcontractor billing, bill booking and payment process in ERP. Bill booking of raw material purchases for different projects.
- **Fixed Asset & Prepaid Register:** Maintaining FAR for Saudi, calculating quarterly depreciation, preparing MIS & passing monthly entries in ERP for FAR. Maintaining prepaid register & passing monthly entries in ERP.
- **MIS Reports:** Preparing MIS Reports for Fixed Assets, Purchases & Prepaid.

#### ***Ashoka Buildcon Ltd. (Power Div; Nashik) (Oct.2014 to Apr.2015)***

**Worked as a Commercial Executive (Reporting to VP- Commercial)**

- **Site Coordination:** Coordinating with Site Commercial peoples on different commercial issues. Coordinating with client for commercial issues in projects.
- **Client Billing:** Coordinating with site technical team and client for prompt billing. Maintaining report for work execution Vs billing.
- **Realization:** Looking after overall payment related issues with the clients. Following up with the client for bill processing & timely realization of payment. Co-ordinate with clients regarding documentation of completed projects, Bank Guarantee Reduction, BG Extension and Submission of BG.

#### ***Jyoti Structures Limited (Nashik) ( Oct.2011 to Sept.2014 )***

**Worked as a Commercial Officer (Reporting to Sr. G.M.-Commercial)**

- **Statutory Forms Collection:** Maintaining record, following up & collecting statutory forms like "C" forms, "H" Forms, TDS & WCT Certificates from Clients all over India.
- **Site Coordination:** Coordinating with Site Commercial peoples on different commercial issues. Coordinating with client for commercial issues in projects.
- **Client Billing:** Coordinating with site technical team and client for prompt billing. Maintaining report for work execution Vs billing.
- **Realization:** Looking after for overall payment related issues with the clients. Following up with the client for timely realization of payment. Co-ordinate with clients regarding documentation of completed projects. Coordinating with client for Bank Guarantee Reduction, BG Extension and Submission of BG. Attending meetings with client at senior level including meeting at RHQ levels (PGCIL, NTPC, etc..) for all the commercial issues.
- **Project Closer:** Preparing and processing of project closer proposal like Quantity Variation proposal, Price Variation proposal and Interim Penalty & Liquidated Damages waiver proposals. Preparing final Invoice & closer proposal for the projects.

- **Communication:** Drafting communication letters to client on various commercial issues like Bank Guarantee Reduction, BG Extension, Submission of BG & Submission of Invoices, Project closer proposals, statutory form follow up etc
- **MIS Reports:** Preparing MIS Reports like payment collection forecast against actual, Accounts receivable Aging.

### ***ABB Ltd. (Mumbai) (On Third Party Contract) (May. 2006 to Sept. 2011)***

**Worked as a Commercial Officer** (Reporting to Sr. V.P.-Finance)

- **Statutory Forms Collection:** Maintaining record, following up & collecting statutory forms like "C" forms, "H" Forms, TDS & WCT Certificates from Western Region ( More than 350 clients ).
- **Account Reconciliation:** Account reconciliation with all the Distributors, Dealers & end users against the supply from five different factories.

### ***Powertech Equipments (Nashik) ( Nov. 1999 to May. 2006 )***

**Worked as a Working Partner** (Nov 1999 to May 2006)

- **Coordination:** Primarily responsible for Client Relations, goodwill Interactions and Goodwill Follow - ups.
- **Procurements:** Finding out suppliers from the market for the Establish Customer's need. Negotiation & order finalization.
- **Planning:** Planning, budgeting & control of Market communication activities. Actively assisting the making operational strategies and monitoring business activities. Support in areas of Pricing, Sales analysis and planning.
- **Accounts:** Maintaining all the Account Books & Finalizing annual accounts.

### ***Aditi Industries (Nashik)***

**Purchase Officer** (July 1996 TO Sep 1998)

- **Procurements:** Responsibilities include market study for finalizing supplier for raw material. Inviting quotations, evaluation & finalization of supplier. Issuance of Purchase Orders for the procurement of raw material for the Electrical Switchgear assemblies.

### ***Seminars & Work Shop Attended***

- Entrepreneurship Development Skills by NIMA
- Implementation of VAT by NIMA
- Self-Development & Communication Skill in JSL
- Time Management in JSL
- EHS Training in KEC

### ***Extra-Curricular Activities***

- Regularly organize & Participate in cultural & community functions.
- Active participation in School's Ex-student's Association for more than 5 years.
- Secretary of School's Ex-student's Association.

### ***Industrial References***

- ABB Ltd.: Mr. S.V.Ratnaparkhi- Sr. Manager, Finance (Mob. No. +91 9860073162 )
- Jyoti Structures Ltd.: Mr. K. Zachariah - VP, Finance (Mob. No. +91 9665034509 )
- KEC International Ltd.: Mr. Sushant Desai – Sr. Manager, Finance (Mob. No. +966 547515511 )
- Mr. Haresh N. Shah: Tax Consultant ( Mob. +91 9820527380 )

### ***Personal Profile***

- Date of Birth : 22<sup>nd</sup> Dec. 1975
- Nationality : Indian.
- Religion : Hindu
- Marital Status : Married
- Hobbies : Reading books, traveling, watching & playing cricket.
- Languages Known : English, Hindi, Marathi,

I hereby declare that all the particulars furnished above is true, complete and correct to my knowledge.

Place:

Date:

Sunil M. Gadkari