


**SANJAY ARJUN MANE**


## **OBJECTIVE**

Strive for a career in a growth-oriented organization where I can gain knowledge, enhance my Professional skill and work to the best of my ability and potential, to make a meaningful and tangible contribution towards the achievement of organizational goals, objective & vision.

## **PROFESSIONAL AND EDUCATIONAL QUALIFICATIONS**

Chartered Accountant (CA) in year 2000 - The Institute of Chartered Accountants of India, Act 1949

Certified Public Accountant (CPA) in year 2003 - The National Board of Accountants & Auditors, Tanzania

B.Com in year 1996 - Narsee Monjee College of Commerce & Economics, Mumbai, India

## **PROFILE SUMMARY**

With **nearly 21 years** of qualitative experience in the field of: Profit Centre Operations, Financial Management & Analysis, Auditing, Finance & Accounting, MIS Reports, Costing, Taxation, GST, Feasibility Study, Legal Issues, Statutory Compliance, Corporate Finance, Working Capital Management, Administration & Human Resource Management, Trade Finance, Procurements, Budgeting and controlling, Inventories Management, etc.

## **COMPANIES MANAGED**

Manufacturing Co's / Plants handled - Wheat Flour, Biscuits, Bread and Confectionaries, PP Bags, Cylinders and Textiles.

Trading – Automobile Spares, Electronics, Stone ware products, Bread Consumables.

Real Estate Leasing Commercials & Residentials Properties, and Buy & Sell of Properties.

Hotel & Hospitality – Boarding & lodging Hotel, Service Apartments.

Service Centre – Automobiles Domestic and Commercial Vehicles.

Departmental Stores – 15,000+ stock Items.

Workshop – Bakeware Products.

## **CFO – Diamond India Ltd – Large Cap Company**

**Nov 2022 to till date, Mumbai, India.**

### **Key Responsibilities: -**

- ✓ Handling all the Accounting, Finance & Tax matters pertaining to Company including preparation and finalization of Audit.
- ✓ Handling all the necessary Statutory Returns under Income Tax, GST, EPFO, MCA, etc.
- ✓ Handling Tax Assessments / Investigation / Scrutiny & appeals / Tax Audits, etc. for Income Tax & GST.
- ✓ Formulating yearly revenue & capital budgets, conducting variance analysis to determine difference between projected & actual results, and implementing corrective actions.
- ✓ Handling various cost-effective plans for the insurance portfolio.
- ✓ Liaising with Banks for Credit Facilities, submitting required documents, terms negotiations, etc.
- ✓ Preparing CMA Reports, Projections, Import Costings, etc.
- ✓ Liaising with Rating Agencies CRISIL & ICRA for Rating, submitting required documents, terms negotiations, etc.
- ✓ Managing a gamut of administrative & personnel matters including performance review & appraisals.
- ✓ Assisting in General Administration and in dealing with any other specific assignments as and when assigned.

## **Sr. Audit Manager - Jain & Jain, Chartered Accountants – 56 years old CA firm**

**June 2021 to Oct 2022 – Mumbai, India.**

- ✓ Finalization of accounts and Audit of various private limited companies.
- ✓ Income tax matters liaising with income tax department, Tax Audits, submission of various documents and follow up for assessments for private companies and individuals.
- ✓ Assisting in compliance under Companies act and MCA requirements.

**Sr. Manager – Finance and Accounts - Dharamsey Nensey Group**  
**May 2019 to May 2021, Muscat, Sultanate of Oman**

**Key Responsibilities: -**

- ✓ Heading finance functions for group companies, determining financial objectives, designing & implementing systems, policies and procedures to facilitate internal financial controls.
- ✓ Preparing MIS & Other Reports and involved in daily working capital management, Trade Finance.
- ✓ Performing analytical review of monthly, quarterly, half yearly and annual financial statements and reporting reason for variations with detailed analysis and explanations.
- ✓ Reviewing Financial & Operational controls built in processes and Standard Operating Procedures.
- ✓ Implementing systems, procedures & manuals for preparation & maintenance of statutory books of accounts & financial statements and ensuring compliance with the statutory requirements.
- ✓ Handled full mobilization of solver accounting software to ERP cloud-based software for Real Estate department namely Focus 9, PMS, CRM, Accounts & finance, Inventories, CSS module, Service Desk, etc.
- ✓ Import Costings, Documentations, etc.
- ✓ Handled Property Leasing Documentations, Registrations, Lease Agreements, MOU, negotiations with tenants, suppliers, R & M Properties, Leasing, Marketing review reports, etc.
- ✓ Assisting in General Administration and in dealing with any other specific assignments as and when allocated.

**Sr. Manager – Finance, Accounts and Administration - Chellaram Group**  
**Lokumal Kishinchand Exports Private Ltd - Jan – 2015 to Aug 2018, Mumbai, India.**

**Key Responsibilities: -**

- ✓ Handling all the Accounting & Finance & Tax matters pertaining to all Group Companies, Trusts, Foundation, Properties, Principals, etc. including preparation and finalization of Audit.
- ✓ Preparing monthly MIS & Other Reports and involved in daily working capital management.
- ✓ Handling all the necessary Statutory Returns including those under MCA, Income Tax, Charity Commissioner, PF Commissioner, GST, FCRA, Mumbai Trust Act, etc.
- ✓ Handling all the Income tax / GST matters like Tax Assessments / Scrutiny & appeals / Tax Audits, etc.
- ✓ Formulating yearly revenue & capital budgets, conducting variance analysis to determine difference between projected & actual results, and implementing corrective actions.
- ✓ Overall Handling multi departmental store were involved in budgets, finance, audits, purchases, stock controls, administrations, Tax matters, local licensing matters, Performance Appraisals, etc.
- ✓ Handling various cost-effective plans for the insurance portfolio for all group companies.
- ✓ Assisting in handling and managing the Group's Properties Leasing, Transfer, Compliance under Rent Control act, Preparation of Accounts property wise and distribution of income to principals.
- ✓ Handling Investment Portfolio of Principals, Trusts and Companies in to GOI Bonds, Mutual Funds, Private Companies, Compliance as per EPFO investment pattern, etc.
- ✓ Assisting in all legal matters related to properties, company law, etc. Appeals, Affidavits, attending courts, etc.
- ✓ Liaising with Banks for day-to-day operations and managing a gamut of administrative & personnel matters including performance review & appraisals.
- ✓ Assisting in General Administration and in dealing with any other specific assignments as and when assigned.

**Sr. Audit Manager - Jain & Jain, Chartered Accountants – 56 years old CA firm**  
**July 2014 to December 2014 – Mumbai, India.**

- ✓ Finalization of accounts and Audit of various private limited companies.
- ✓ Income tax matters liaising with income tax department, Tax Audits, submission of various documents and follow up for assessments for private companies and individuals.
- ✓ Assisting in compliance under Companies act and MCA requirements.

**Group General Manager with Mini Group of Companies**  
**May 2001 to June 2014 - Nairobi - Kenya, Dar-es-Salaam – Tanzania - East Africa**

**Career Path with Mini Group of Companies May 2001 – June 2014**

Group General Manager – Tanzania (Arusha, Dar Es Salaam & Zanzibar)	June -04 – June-14
General Manager, Tanzania, Town - Arusha	Nov'01 - May'04
Finance & Accounts Manager (Head Office), Kenya – Town Nairobi	May'01- Nov'01

**Key Responsibilities: -**

- ✓ Demonstrated hands-on management style in development and implementation of strategic plans, to ensure company growth.
- ✓ Extensive experience in conceptualizing and implementing financial procedures, with working capital management, profit monitoring and building internal financial controls.
- ✓ A strategic planner with expertise in designing & implementing systems & procedures to achieve cost control & financial discipline and enhance the overall efficiency of the organization.
- ✓ A keen analyst with exceptional negotiation and relationship management skills.
- ✓ Being the **Profit Centre Head**, responsible for overall performance management, production planning, inventory management, setting sales targets across all the companies across Tanzania in the fields of Production, Marketing, Sales, Finance, Accounts, Taxation, Company Law Matters, etc.
- ✓ Preparing monthly MIS & Other Reports and involved in daily working capital management.
- ✓ Costing for various imported and manufactured products, handling VAT reconciliations & audits, company law & immigration matters, internal audits & controls.
- ✓ Developing & implementing new systems and procedures.
- ✓ Formulating revenue & capital budgets, conducting variance analysis to determine difference between projected & actual results, and implementing corrective actions.
- ✓ Managing planning and management activities, ensuring completion of audits within time and cost budget.
- ✓ Evaluating internal control systems / procedures, preparing audit reports with a view to highlight the shortcomings, and implementing necessary recommendations.
- ✓ Finalising the accounts with Auditors ensuring optimum utilisation of available funds in line with the corporate goals.
- ✓ Liaising with Banks for day-to-day operations and managing a gamut of administrative & personnel matters including performance review & appraisals.
- ✓ Setting and maintaining various cost-effective plans for the insurance portfolio and management for the entire organisation.
- ✓ Preparing and submitting documents for Loans from bank, financial institutions, etc. for launching new companies / business / fleet financing.
- ✓ Purchases (Import Documentations) and Sales (Export Documentations), Trade Finance.
- ✓ Handled fleet of 80 commercial vehicles and 15 domestic vehicles with full fledged in house work shop.

**Significant Highlights:**

- ✓ Responsible for handling 5 companies including:
  - Supa Food Corporation Ltd (Manufacturing Company – Bread, Biscuits, Wheat Flour Atta and Trading of Yeast, Improver, etc.)
  - Mini Bakeries Ltd. (Manufacturing Company – Breads and confectionaries)
  - Mini Holdings Ltd. (Property Investment Company – Buying, Selling, and leasing of Properties)
  - Akay Housware Ltd. (Trading of imported goods – Stoneware (Glasses, Plates, Mugs, cutleries, gift Sets, bowls, Tea sets, etc.)
  - Akiyda Tanzania Ltd. (Manufacturing Company - Breads and confectionaries)
  - Island Paradise Inn Limited – Hotels and Lodging – (Acquisition of Plot, full Construction, Operations, etc.)
- ✓ **In Kenya – Nairobi:** Handled 3 companies, i.e.,
  - Komorock Automobiles & Fabricators Ltd. (Automobile Workshop & Fabricators of metal items).
  - Freno Brake linings Ltd. (Trading imported goods, mainly Automobile Industries Spares).
  - Mibisco Ltd. (A Manufacturing Company – Breads and confectionaries).

**Assistant Manager - Audit - Deloitte, Big 4 firm**  
**(Aug 1996 to Apr 2000) – Mumbai – India.**

**Career Path Deloitte, Big 4 firm, Mumbai, India.**

Asst. Manager - Audit	Jul'00 – Mar'01
Article Clerk	Aug'96 – May'00

**Key Responsibilities:**

✓ **Audits Undertaken**

Involved in complete finalisation of Statutory Audits / Tax Audits for various Public and Private Companies by applying International Audit Approach (Audit System – 2). The companies include Mafatlal Industries Ltd, Standard Industries Ltd, MTZ India Ltd, Indian Extractions Ltd, Hydac Hycom Pvt. Ltd, MCS Ltd, Afcons Infrastructure Ltd, Saitomo Financial Services Ltd, Honeywell Europe Inc (Branch Office), The National India Assurance Co. Ltd. (Regional Office), Mafatlal Charitable Trust, Mafatlal PF and Gratuity Trust.

✓ **Taxation:**

- Finalising tax audits, drafting tax opinions and preparing Income Returns.
- Online filing of Income Tax returns and replies to notices e-proceedings.
- Appearing before income tax authorities for Scrutiny Assessments.
- Computing Income Tax of Individuals, Firms, Companies Trusts, etc.
- Liaising with income tax offices regarding various tax cases.

**SKILLS**

ERP	:	ERP Focus 9, M.F.G Pro software.
Accounting Packages	:	Solver Accounting Software, Tally ERP 9.2 with GST.
Operating Systems	:	Windows 10.
Office Automation Tools	:	Office 365 & 2019, Power point, Outlook Express, Internet, etc.
Communication	:	Excellent written communication skills.
Key Technical	:	Strong Analytical ability, Researching and Technical skills.

**INTEREST & HOBBIES**

Reading and staying updated on various compliances, Playing Cricket, Badminton, visiting new places & meeting new people and Listening to Music.

**STRENGTHS AND WEAKNESSES**

Strengths	:	Honesty, Team Player, Quick Learner, Positive Attitude, Well Disciplined
Weaknesses	:	Ready to help everyone whatever best can be done in given situation, Ready to take Risk, Good Patience for getting work done.

**ACHIEVEMENTS**

- ✓ Profit Centre – Built new production unit, created market with sales team, increased company profitability.
- ✓ Company Product awarded as Part of Super Brands of East Africa.
- ✓ Worked on Special Project namely Hotel Project from Purchase of Land, Construction till Fully operational.
- ✓ Involved in implementing cost cutting measures with quality orientation.
- ✓ Involved in Employee Union negotiations, created proper Union Agreement to have smooth flow of operations.
- ✓ Lead the project of moving from old Accounting System to new Accounting Software Focus 9 with PMS, CRM, ERP Accounts & finance, Inventories, CSS module, Service Desk, etc.

**SOCIAL ACTIVITIES**

- ✓ Served as Treasurer for Indian Cultural Association, Tanzania, East Africa – 13 years.
- ✓ Served as Secretary for Co-operative Housing Society, Mumbai, Maharashtra, India – 5 years.

## **OTHER ACTIVITIES / WORKING EXPERIENCE**

- ✓ Having sound and operational knowledge about Equity Products.
- ✓ Having operational experience on various equity market trading platforms namely ICICI Securities, HDFC Securities, Share khan, Edelweiss, J M Finance, Kotak Securities, Axis Securities, etc.
- ✓ Having operational knowledge of Equity products namely Equity, Derivatives, Margin Funding Trade, Mutual Funds, etc.
- ✓ Having operational knowledge of Retirement Planning, Insurance, Fixed Income Instruments and Investments.
- ✓ Presently Handling Equity Portfolio for various Individual Clients.

## **PERSONAL VITAE**

Date of Birth	:	9 <sup>th</sup> November 1976.
Passport Status	:	S4483576, Expiry 28.06.2028.
Driving License	:	India, Sultanate of Oman, Tanzania.
Marital Status	:	Married.
Languages known	:	English, Marathi, Gujarati, Hindi, Kiswahili.
References	:	Easily available as and when require.

**Place : Mumbai**

**SD/-  
SANJAY ARJUN MANE**