

| <b>Professional Qualification</b> |                    |               |                   |
|-----------------------------------|--------------------|---------------|-------------------|
| <b>Qualification</b>              | <b>Institution</b> | <b>Year</b>   | <b>Percentage</b> |
| CA Final                          | ICAI               | November 2009 | 50.37             |
| CA Intermediate                   | ICAI               | November 2007 | 58.50             |
| CA Foundation                     | ICAI               | May 2001      | 59.00             |

| <b>Educational Qualification</b> |                              |             |                   |
|----------------------------------|------------------------------|-------------|-------------------|
| <b>Qualification</b>             | <b>College / Institution</b> | <b>Year</b> | <b>Percentage</b> |
| Secondary School Certificate     | Maharashtra Board            | March 1998  | 71.00             |
| Higher Secondary Certificate     | Mumbai University            | March 2000  | 70.00             |
| Bachelor of Commerce             | Mumbai University            | March 2003  | 60.00             |

| <b>Work Experience</b>  |  |
|---|--|
| <b>Indirect Taxes</b>   |  |
| <ul style="list-style-type: none"> <li>➤ VAT, STAX, Excise Credit Profession Tax and PF, WCT,ESIC Returns ,TCS ,All Return Filing</li> <li>➤ Input Service Distributors Returns and Compliances ,Local Body Tax,GSTR3B,GSTR1,GSTR Refund ,GSTR2A and 3B and 1 and Accounts Reconciliation and annual returns and audit details compilation and audit of ITC and RCM in GST,GST all Reconciliation ,Electronic Ledger</li> <li>➤</li> </ul>  |  |
| <b>Direct Taxes</b>   |  |
| <ul style="list-style-type: none"> <li>➤ TDS Return and Correction Statement , Tax Planning, TDS details checking for short/non deduction, Income Tax Return Filing for Corporate, Individual , Firm,AOP ,Charitable and Beneficial Trust and Wealth Tax Returns and Transfer Pricing Report 3CEB ,TDS Notice Work and Income tax Notice and Scrutiny Assessment details submission and attending hearing,Application for Research and Development Units ,Domestic Transfer Pricing,Penalty Proceedings ,Group Companies Tax Planning .</li> <li>➤ Whole work related to Appeal to CIT(A),ITAT Form No 35/36, Grounds of Appeal and Statement of Facts in case of many different cases ,Reconciliation of ROI and Assessment Order for various additions/disallowances under many sections of the Act, penalty proceedings, Block Assessment work, Keeping demand in abeyance ,Refund etc, Income Tax and Wealth Tax Provisions ,VAT Audit Report Form No 704,Section 10AA/14A/Advance Tax/MAT</li> </ul>   |  |
| <b>Auditing</b>   |  |
| <ul style="list-style-type: none"> <li>➤ Ledger Scrutiny , Finalisation of Accounts, Stock Valuation with Process Costing of various industries</li> <li>➤ Internal Audits of all Departments with emphasis on control and Procedures,VAT Audit and Tax Audit</li> <li>➤ Internal Audit Report Preparation and Tax Audit Report and RBI Guidelines and Circulars ,FEMA ,Labour Laws Compliances ,Income tax and other taxes Notification and Circulars</li> <li>➤ Review and preparation financial statements and ensuring compliance with Indian GAAP,</li> <li>➤ Consolidation of Group Companies and Cash Flow Consolidated of Group Companies and all accounting standards in depth knowledge(AS15,18,19,20,22,11,09,10,6 etc) disclosure requirements and Annual Committee Presentation and Service Tax ,Limited Review and Tax Audit ,Corporate Governance Report, Segment Reporting ,Tax Provisions ,Excise Records-RG23 A &amp;C Register-Part I&amp;II, Cenvat Credit Rules , Corporate Governance, Auditing Standards Compliances, Preparation of Audit Report including CARO and CARO Compliances, ESOP/ESOS ,Issuance of CA Certificate – Capital WIP checking and Controls ,assisting in developing accounting system and controls at all levels -</li> </ul>  |  |
| <b>MIS,Accounts and Finance</b>   |  |
| <ul style="list-style-type: none"> <li>➤ SAP Business One implementation and parallel working on Tally ERP 9,Stock and Book Debts Statement for Bank Loan, CMA data Compiling ,Project Report Preparation and reading</li> <li>➤ Review of Daily Financial Report – Cash Flow ,Daily Transaction ,Portfolio Performance Analysis, Monthly ,Receivables and Payables, and Expected Cash Flows Statement ,Advance Tax Working of all Group Companies ,and SOP</li> <li>➤ MAT Workings (Including b/f loss or unabsorbed depreciation whichever is lower as per companies act and Section 80IA working and Section 14A working) Deferred Tax and Section 80IA and MAT credit carried forward</li> <li>➤ Cheques authorization and Checklist Checking and Control and automation of System and Payroll Working Checking</li> <li>➤ ROC Filing Checklist Preparations and all ROC Forms – Form 66/23AC/23ACA/20B,New Companies Act 2013</li> <li>➤ Preparing financials of Listed Company for Limited Review – Quarterly and Half Yearly for publishing in News Paper</li> <li>➤ Carried Limited Review of Listed Companies (audit)</li> <li>➤ Internal Audits of all Departments with emphasis on control and Procedures and Drafting of Internal Audit Report</li> <li>➤ All sort of MIS work for AGM and Management Adhoc Querries ,Ledger Scrutiny, Sensitivity Analysis ,Provisions Working</li> <li>➤ Stock Taking and Monthly Stock Valuation and Statutory Audits</li> <li>➤ Annual Performance Report for SEZ and STPI and VAT Form No.704 and H.R. Audits</li> <li>➤ Balance Sheet and Provisions working and SEZ laws compliances Report ,Form 15CA check ,Package scheme of Incentives</li> <li>➤ Equity Research and Mutual Fund Analysis from Money Control,ShareKhan,Myris,Kitco,Religare,Research Report</li> <li>➤ Documentation for Loan Purpose – CMA Data ,Title Investigation Report Checking, Compliances of Terms Covenants of Bank Loan Sanctioning ,Bank Loan Disbursement related workings ,Stock Statement -QMS Progress Report for Bank Loan purpose and Investment of Funds</li> <li>➤ Payback Period Calculation of New Assets ,Working for Comparative Analysis for Total Cost of Factory in Mumbai and Surat ,Job Work Quote Determination ,Cash Flow Statement, Packaged Scheme of Incentives, Deduction u/s 80IA,80IB,10A,Excise Returns</li> <li>➤ Pre and Post Shipment Loan in \$/Rs and Packing Credit and DEPB and LC and Advance License and Bank Guarantee and Stock Valuation for Towers Various Stages ,EPCG,DEPB,KG Reconciliation and Profit Reconciliation and Consumption Ratios</li> <li>➤ UK Accounting – uptill generation of draft accounts, Forex Hedge Reconciliation – Hedge against open purchase order and sales order .Foreign</li> </ul> |  |

Exchange Exposure ,FFR,QIS I,II,III submission to banks ,Cluster Reports, Sales KG Reconciliation, Payroll ,STAX ,VAT , Cenvat ,Excise ,TDS Reconciliation

- Consolidated Financials for all Group Companies, CARE and CRISIL and ICRA/FITCH rating related documentation

#### **Industries Covered - Manufacturing ,Service ,Trading**

##### **Capability and Achievements :-**

- Drastically reduced the procurement cost by skillful negotiation and identification of alternative sources
- Successfully defended the company against income tax demands with consultant and compiling details for special audits
- Result oriented, Strong leadership skill, Team Builder, Effective Team Member
- Successfully mobilize funds from consortium lending and multiple banking arrangements ( towards term loan and working capital (Fund Based and Non Fund based limit with 180days tenure for pre and post shipment credit and lowest collaterals and guarantee and processing fees and renewal charges
- Successful in getting rating upgrade by 1 notch
- Created Systems and introduced various Reports for analytical review
- Created Wealth for Promoters thru' strategic planning
- Assist on Preparation of project reports, periodic review, implementation and monitoring, project evaluation, efficient management of investment
- Direct development of suitable MIS, preparation and analysis of financial reports, submission of suitable financial inputs for the company's strategy and planning. Implementation of corporate goals, examining, evaluating, reporting and recommending improvements on the management processes.
- Analysis of Directors Portfolio and recommending script to hold and sale and mutual fund performance analysis
- Complete responsibility on statutory matters – compliances with various statutory provisions, completion of assessments, effectively liaison and direct co-ordination with the statutory authorities till CIT Appeal
- Successfully reduced interest rates & commission rates on working capital limits and margin % of BG/LC
- Well negotiated forex dealings through banks and getting adhoc limit sanctioned
- Optimising inventory by removing slow moving / non-moving items.
- Developing policies and procedure and ensure its implementation and all ROC compliances in place
- Prepared and presented Daily Sales/Collections/Bank Balances, Monthly Cash Flows, Monthly Financials and Variance analysis with Budgets, Debtors/Creditors Age analysis, Material Consumption Reports Product Wise, Inventory Analysis to enable senior management decision making
- Overall tax compliances and tax planning
- Manage HR activities such as Salary, Employee Tax planning
- Ensuring Internal Financial Control (IFC) in the group
- Developed a structured Costing System in Plant: Product-wise and Process-wise Costing comparing actual with standard including captive consumption product costing

**Softwares and Core Competencies :-** Compu Tax, Compu TDS and Relyon Soft, Emperor(Gold Software),SAP B1,All in One, Excel, Word, Operating Systems etc.,, Cost Control and Reduction ,Working Capital Management ,Budgeting, Costing & Profitability Analysis, Cashflows / Projections / Business Plan, Interpret / Analyse Financial Statements, Sourcing of Funds (Long Term & Short Term), Project Financing / Capex Funding , Forex / Treasury, MIS, CMA Data / Stock & Receivable Statements / QIS Reports, Bank Guarantee / Letter of Credit / Bill Discounting, Due Diligence Process, Credit Rating, Taxation, Oversee & Supervise Functioning of Accounts Team, Agreement Drafting and Review, Transfer pricing rules ,ICDS ,ICFR ,Well Versed with Tally and ERP based software, Subsidy related document submission, STPI,SEZ compliances

##### **Work Experience**

Worked as Consultant ,Employee or Audit for 15+ years into Plastic , Pharma, Chemicals ,Jewellery, Real Estate, FMCG ,Textile ,Transport ,Retails Sector

- **Working as director with Faract Business Solution Pvt Ltd from July 2019 to Till date**

- Finance manager work as consultant

##### **Personal Details**

|                      |  |
|----------------------|--|
| Current Address      | F 701 AGARWAL NIMMIT TOWER SHUBH SHANTI COMPLEX DHANUKARWADI KANDIVALI WEST MUMBAI -400067 |
| Contact No           | 8097629620, 9004120335   |
| Email ID             | Hardikmehta19832009@gmail.com, Hardikmehta19842009@gmail.com                               |
| Date of Birth        | 24 <sup>th</sup> March 1983  |
| Sex / Marital Status | Male / Single  |
| Languages Known      | English, Gujarati, Hindi, Marathi (Read and Write)   |
| Hobbies              | Reading Books ,Listening to Music ,Surfing, Playing Chess                                  |

| Value Additions -1  | Value Additions -2   | Value Additions -3   | Value Additions -4   |
|---|--|--|--|
| Costing Product wise - Overhead Allocation method                                 | MIS and Monthly Financials wrong stock valuation corrected .Cluster profit of export and local sales | Indepth Audit of RM Cost,ABC analysis and slow moving items sold           | MIS DESIGNING FOR RETAIL JEWELLERY ...plugging of all loopholes ...segment wise profit Exhibition,Club visit,personal client visit and showroom profit |
| Brass and Zari Wire Costing separate and exact profit determination & Consumables | 5 division -overheads allocation method and separate profit .Wrong Stock Valuation in Tally (proving | Division- Jewellery machineries to consumables trading ,Graphite,High Tech | Design wise profit and Lead no and client linking ...Getting more business from existing customers. Incentive plans for                                |

|  |   |   |  |
|--|---|---|--|
| trading profit and manufacturing profit separate profit after proper overheads allocation  | same) .Base rate not changed by bank in O/D availed in software and charging more interest saved after checking same .Checking of processing fees charged for last 3years and other bank charges calculation understanding  | Machine Welding & 14 branches -branch wise profit for quarterly meetings,   | sales team.City wise sales etc all report y-o-y comparision  |
| LAP at cheap rate, Stopped Future and Options trading by management due to losses made due to high transaction unawareness of same   | One Excel sheet preparing for all channel runs auto link summary .Few portfolio inserted in money control for daily gain/loss   | Cash Flow MIS implementation and old debtors followup by sales team.Bringing unsecured loan and nit raising capital so saving ROC Fees  | Business plan for all showroom and new showroom.Mining Project handling for investment decision  |
| Rating upgrade 1 notch and getting LC/BG fees reduction from bank due to BBB+ rating   | D/P wrong calculation (PCFC ) and 3bank Unhedged Exposure separate format - automated in one excel sheet  | FCTL rollover at reduced rate   | Top Range wise sales ....Average ticket size ...profit per square feet etc .increasing profit by marginal costing  |
| Taking Fund Based @0.40% processing Fees and NFB @1% LC/BG charges.Taking Tenure of 180 days of Pre and Post shipment from existing 120days and increase profit by using funds at low rates.release of security of 2.2 crore and saving interest cost .Suggesting Stock implementation in tally and stopping practice of manual accounting | Avaling more fund since interest subvention applicable to MSME and taking benefit of cash discount on purchase by availng funds at 4.60% and low spread of 0.75% .Sales price %increase in line with RM/PM cost % increase (average) and overheads % increase all compare and guide to management.Captive Consumption Costing | FCTL at Fixed Libor for 5 years at lowest rate at cheapest rate .Overheads Allocation done say kg basis of product which take 4-16days changing same to allocation on Batch days basis.Furnance oil not quoted in tender inclusion be me due to increase in cost in last 2years and FOIL cost as % RM cost being increase from 1%-8%. | Report for FMCG import and trading units and Calibrations company and Plastic company CMA and profit segment wise ....Preforms,Bottles ,job work in plastic ,Empty waters bottles all .MIS report for Textile Ginning and Spinning Industry and basic process manuals for purchase,sales,exports.Rodtep,Duty Drawback Yield Reports and Cost Sheet for textile industry and Rule 42/43 working for Exempted supplies seed cake . |
| Making advance tax payment properly – in Individuals and Corporates and saving 234a/b/c interest cost  | Cenvat and GST Credit not claimed taken properly  | Funds blocked in GST Refund ,VAT refunds and Advance Tax -Asking consultant to do all pending assessments   | Oman Unit acquisition NATO wise purchase consideration and take over related audits  |
| Cash Flow after eliminating inter company transaction of group level and GWC /NWC after eliminating group level transaction  | Consolidated profit of interrelated companies with captive consumption and sales and purchases dealing  | Understanding about warehousing loan against WHR and comparision of price differential and stock holding stock with 5% gst blockage   | Understanding on LC discounting and cost associated and EPC and for Fabric units suggesting to do KG RECO by converting pcs of tshirt into grams .Kapas related rcm and Compliance Calender for Arms Length certificate,Hedging ideas etc  |

Many other point like all checklist of Statutory Compliances at factory level forward to concerned department ,Few deductyion like Medical,Conveyance not claim ,best LIC/Mediclaim, policy selection for group, Subsidy availability checking and applying and drawback and receivables management etc ...not added above