



Mr. Arpitkumar Kadia

63A, Alankar Society, Ankleshwar Mahadev Road, Godhra – 389001, Gujarat, India

Contact: 0091 997 899 3982

E-mail: kadiarpitr@gmail.com

Summary

- Qualified MBA with Finance having over 8 years of experience in Accounts, Audit & Finance SAP ERP ECC 6.0
- Proven skills in SAP FI/CO functional module which includes GL, AR, AP, Asset, Treasury, Cash & Bank operations
- Professional communication skills includes fluency in English, Hindi & Gujarati
- Have a good analytical, quick learning and problem solving skills
- Have good team spirit, goal oriented and high interpersonal skills
- Computer skills include:
 - Strong command on Excel
 - Diploma in computer science
 - MS Office, Internet & email

Professional Experience

Senior Superintendent (SAP – FICO) A & F

Panchamrut Dairy (Part of **Amul Dairy** & GCMMF), Godhra, India since Mach 2016

- Analyze business operations, costs & revenue to prepare revenue & expenses forecast
- Develop, implement, modify and document record keeping and accounting systems
- Perform general financial analysis and evaluate degree of financial risks
- Select, implement and maintain SAP system to assist in new projects
- Perform quarterly evaluation of financial performance & prepare for reports
- Directed month/year end closure and external audit ensuring compliance with government regulations
- Prepared, examined, and analyzed accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards
- SAP FICO functional operation

Finance Executive (SAP – FICO)

Panchamrut Dairy (Part of **Amul Dairy** & GCMMF), Godhra, India Jan 2011-Feb 2016

- Re-designed and implemented a new accounting system (SAP) resulting in improved reporting, increased work efficiency and a 25% workload reduction
- Developed, maintained, and analyzed budgets, prepared periodic reports to compare budgeted costs to actual costs
- Surveyed operations to ascertain accounting needs to recommend, develop, and maintain solutions to business and financial problems
- Maintained and examined the records of government agencies

- Prepared journal entries, Bookkeeping, P&L & assisting financial matters
- Internal Audit of the book keeping and record maintenance
- Physical verification of stock and ensure that they are complying with the Stock records
- Working Knowledge in cross modular functionality i.e. with CO/MM/SD/PP/CS
- Special emphasis on Data Migration specifications with Legacy System Migration workbench (LSMW) for data uploads

SAP Expertise

Financial Accounting:

- Creation of G/L Masters, Cash Journals, House banks and Maintaining Field Status Variant and Posting Keys
- Defining Fiscal year variant, Posting periods, Tolerance groups, Document types and number ranges
- Defining Interest Calculation Types, Reference interest rates, Assigning Accounts for Automatic Posting for Interest Calculations.
- Creation of Customer/Vendor Accounts Groups, and Customer/ Vendor Masters

Asset Management:

- Creation of Asset Classes, Asset Number Ranges, Account Determination, and related settings
- Managing acquisition of new asset with Asset Under Construction (AUC) and settlement of the same to final asset
- Transferring APC Values
- Maintaining Group and Low Valued Assets

Controlling:

- Maintained the Versions for actual and planned postings
- Creation of Cost Centres and Definition of Cost Centre Hierarchy
- Configurations of Activity types and Statistical key figures and Allocation, Distribution and assessment of costs
- Creation of Primary and Secondary Cost Elements with appropriate Cost Element Category
- Defining of Internal Orders Types, Order Masters and Settlement Profiles
- Product Costing – Estimation of product costs in integration with PP,MM and SD modules, WIP calculation and variance settlement

Finance Analyst

Ponden Home, London, United Kingdom

Feb 2009 – Jul 2010

- Complied guidelines and yardstick for business to monitor performance and develop further, including
 - Market segmentation
 - Financial Controls
 - Product service development
- Prepared and presented business plans, including
 - Budget
 - Cash flow forecasts
 - Profit and Loss projection
 - Break-even analysis
- Monitored Sales Statistics and controlled stock levels and ordering
- Researched and analysed market

Senior Executive

Rosebys, London, United Kingdom

Oct 2006 – Nov 2008

- Consistently met and exceeded personal sales target
- Budgeted to achieve cost to sales ratio
- Store development and product knowledge to achieve targets
- Control fixed and variable expenses including wages
- Maintained excellent customer service to maximise sales & loyalty
- Resolved any customer complaints and bring them to satisfactory conclusion
- Profit and Loss accounting to meet projected profit and turnover
- Trained buddy to new recruits to enhance product knowledge

Education

Certification in SAP – FICO

2014

"Corporate Bridge" – EduCBA SAP Academy
Certified SAP e-Learning Professional Academy

Master's of Business Administration – Finance

2013

Sikkim Manipal University, India

Equivalent to MBA degree for executives from SMU, UGC recognised distance education as determined by Associations of Indian Universities (AIU)

Certified Diploma in Computer Science

2008

London School of Management & Technology, London, UK

Master's of Business Administration - Finance

2007

London School of Management & Technology, London, UK

Bachelor's of Business Administration

2005

Gujarat University, Gandhinagar, India

Other Skills

Technical

Experience of Sage, Open Office, ERP,
Networking, Power Point presentations

Others

Business Planning and Good Business Practices,
Taxation, Direct Marketing, Advertising and Promotion,
Strong Negotiation Skills

Hobbies & Interest

Travelling, Horse Riding, Ski, Chess, Reading, Gym & Bowling

References

Available upon request