

CA JAYESH MANDALIA

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CORE-COMPETENCIES

Organisation management	General accounting
Cash and financial management & analysis	Reporting / documentation
Planning / scheduling	Taxation
Budget preparation / administration	Staff management
Business analysis	ERP implementation

SKILL SETS

Pro-active & result oriented with hands-on experience in all aspects of general accounting & financial management. Good planning & organizational skill, thrive for continuous improvement and value addition, automation. Coordinating all aspects of each project / work from inception through completion. Well-disciplined with proven ability to manage multiple assignments efficiently under extreme pressure while meeting tight deadlines / schedules.

ACADEMICS

Chartered Accountant - Institute of Chartered Accountants of India	November, 2005
Bachelor in Commerce - Mumbai University	March, 1999

TECHNICALS

Operating system – Windows
Application – Microsoft Office, Tally, NAV, AX, Oracle based NetSuite

PROFESSIONAL EXPERIENCE

AVTEL Global, Mumbai

January, 2017 – till present

Finance Controller – India and EMEA

- Team building and driving the complete accounting & finance functions for India and overseas entities;
- Management and in control of purchases, expenses, cash-bank, administration and payroll;
- Finalization of books of accounts and statutory financial statements with auditors;
- Production of ad-hoc reports and organising weekly forecasting cash flow meetings with update on AR and AP;
- Establishing processes and systems for efficient management and operation of the organisational functions;
- Managed relations with overseas directors, stake holders, officers, auditors and consultants;
- Management of liquidity through appropriate AR and AP management;
- Ensuring adherence GST, tax and other regulatory compliances, FEMA and RBI regulations, filing of statutory forms, payment of taxes within due date;
- Promoting new financial initiatives and strong financial and cost control measures within the business.

MISB Bocconi, Mumbai

November, 2012 – December, 2016

Chief Accounting Officer

- Driving & leading the entire accounting & finance function for the organization with hands-on approach being start-up;
- Management and in control of purchases, expenses, cash-bank and receivables, administration and payroll;
- Finalization of books of accounts and preparation of statutory financial statements;
- Production of periodical standalone and consolidated MIS reports, comparison with budget, highlighting variances with remarks, preparation of forecasting P&L and cash flow position;
- Preparation & compilation of annual budgets, business plans;
- Establishing processes and systems to stabilize the overall accounting & finance function;
- Acted as liaison with foreign holding company, auditors, consultants, lawyers;
- Management of liquidity through appropriate financial planning, procurement & management of funds;
- Responsible for ensuring tax and other regulatory compliances, exposure to corporate law, secretarial, FEMA and RBI regulations;
- Custodian of accounting and statutory records, agreements/contracts and legal documents;
- Providing legal and secretarial, financial and commercial support to stakeholders and management;
- Implementing new financial initiatives and promoting strong financial and cost control within the business.

TravelXP India Private Limited, Mumbai

August, 2011 - October, 2012

Sr. Manager – Finance & Accounts

- Responsible for overall finance and accounting function;
- Validating and authorizing purchases and expenses, payables and receivables, cash and bank;
- Responsible for MIS: daily cash/bank position, weekly cash flow and monthly P&L;
- Finalization of books of accounts and preparation of statutory financial statements;
- Preparation of annual budgets, business plans;
- Filing of statutory forms, payment of taxes within due date and ensuring compliances;
- Financial planning & management of funds.

Shemaroo Entertainment Ltd, Mumbai

July, 2010 - May, 2011

Sr. Manager – Finance & Accounts

- Day-to-day supervision and scrutiny of accounts;
- Authorising expenses and purchases;
- Monthly closing of books after proper accruals and provisioning;
- Finalization of books of accounts as well as audit procedures;
- Responsible for development, publication of MIS;
- Liaison with auditors, business heads.

Maya Entertainment Ltd, Mumbai

July, 2006 - June, 2010

Sr. Manager - Finance & Accounts

- Led country-wide implementation of ERP connecting 72 centres online;
- Managed finance/accounting departments through company growth from 30 centres to 72;
- Validating and authorizing purchases, expenses, payments, reconciliations;
- Monthly closing of books after proper accruals and provisioning;
- Preparation & compilation of annual budgets, business plans;
- Responsible for development, publication of MIS, reporting of management accounts & forecasting and analysis of the key indicators;
- Producing meaningful commentary and analysis of financial, management and costing data;
- Involved in business planning, P&L, balance sheet, costing & liquidity planning;
- Finalization of books of accounts as well as audit procedures;
- Ensure compliance of all regulatory aspects including timely payment of taxes, filing of returns, tax audits and assessments.
- Develop controls and processes to ensure all risks and opportunities are highlighted;
- Management of liquidity through appropriate financial planning, procurement & management of funds;
- Liaison with bankers, auditors, business heads, consultants;

Achievements

- Overhauling systems and procedures and initiating development and implementation of ERP solution.

SNB Associates Chartered Accountants, Mumbai

June, 2004 - June, 2006

Audit Manager

- Supervising audit team of 3-4, statutory audit, internal audit & tax audit of clients;
- Preparation of projected financial statement and working capital requirements on behalf of clients;
- Clients included from industries like Aviation, Banking, Travel & Transport, Logistics, and Technology;

Sushil Joshi & Co. and Joshi Nair & Asso. Chartered Accountants, Mumbai

August, 1999 - April, 2004

Articleship

Completed articleship from Sushil Joshi & Co. and worked as Sr. Assistant (Audit & Taxation) with associate firm Joshi Nair & Associates, Mumbai.

PERSONAL INFORMATION

Date of Birth : 20th April, 1979
Marital Status : Married
Nationality : Indian

CA Jayesh Mandalia