

SANJEEVKUMAR SHIVSHANKER SHARMA

Gandhi Dham, Gujarat, India

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PROFILE SUMMARY

- Over a decade of experience in public accounting practices at Deendayal Port Authority, the No.1 Major Port of India, overseeing an establishment with 4000+ employees
- Proven expertise in establishing accounting standards in sync with GAAP and external audits
- Proficient in reviewing financial statements, ensuring compliance with federal central government financial standards, and offering solutions to align with company policies
- Demonstrated successful management of a large team of accountants, ensured timely financial reporting, and implemented cutting-edge accounting technologies
- Expertise in driving agency key metrics, establishing CSR fund distribution rules, and achieving budgetary goals
- Demonstrated 6 years of expertise in accounts and management of a vast 7,000+ acre township of leasehold government land where managed to excel in supervising a 20-member team
- Adept at leading high-performing teams, overseeing lease rental processes, and executing mortgage and transfer permissions with precision and diligence
- Recognized for successfully transitioning from manual to computerized accounting systems

AREAS OF EXPERTISE

Functional Skills:

Accounting Principles | Financial Projections | Tax Compliance | Audits | General Ledger Management | Compliance of Audit

Job-Related Skills:

Financial Reporting, Budgeting | Team Management | Project Coordination.

Technical Skills:

FoxPro | MS Office | Data Analytics

WORK EXPERIENCE

Deendayal Port Authority, GIM, Gujarat, India | Cost Analyst (Accounts)

October 2013 - April 2019

Roles and Responsibilities:

- Administered accounting operations across 30 bank accounts, guaranteeing adherence to accounting norms, policies, GAAP, and external audit requirements
- Scrutinized and evaluated balance sheets, income statements, cash flow narratives, and discrepancies
- Formulated CSR fund allocation standards, ensuring consistent key metrics and thresholds across the board
- Oversaw transactional statuses and coding structures, aligning them with organizational policies and guidelines
- Championed key metric evaluation, refining reporting methodologies and data collation by diligently managing the accounting database
- Unified and guided a robust team of 25 accountants across 10 distinct departments, ensuring timely preparation of Annual Budgets, Accounts, Financial Statements, and Federal Tax Returns
- Delivered precise financial forecasts, calculating monthly tax obligations to project both current and future fiscal performances, including quarterly income tax advances and self-assessments
- Guaranteed strict adherence to tax norms, central government financial compliance, and statutory audit requirements in collaboration with external tax consultants and departmental leaders

Deendayal Port Authority, GIM, Gujarat, India | Divisional Accountant

April 1996 - October 2013

Roles and Responsibilities:

- Managed cash flow dynamics for 20 bank accounts, reconciled and maintained deposits aligned with GAAP standards
- Directed a cohesive team of 18 associates, processing leasehold documentation for approximately 7000 acres of land while ensuring data confidentiality
- Efficiently collaborated with a team of 5, processing and coding all contractor/vendor invoices related to project orders with utmost accuracy
- Tracked and recorded revenue from 5000 port consumers and managed financial activities for 10000 leaseholders in the township
- Transitioned from a manual recording system to a sophisticated digital platform, enhancing operational efficiency
- Instituted robust internal controls, achieving a remarkable 22% reduction in error rates
- Supervised general account functionalities, ensuring accuracy in financial transactions
- Implemented rigorous controls and methods for comprehensive general ledger tasks, from monthly to year-end reporting

Deendayal Port Authority, GIM, Gujarat, India | Junior Clerk

August 1989 - April 1996

Roles and Responsibilities:

- Drafted routine executive correspondence and encapsulated monthly reports detailing operational strategies and capital project expenses related to port utilities
- Aided in the creation of substantial capital project proposals and played an integral role in devising the port's revenue budget and monthly account summaries
- Orchestrated prompt referral management, ensuring timely dissemination of information to team members

ACCOMPLISHMENTS

- Efficiently transitioned manual data processes into a digitized system, ensuring timely updates and enhancing the delivery of financial reports to stakeholders
- Successfully implemented an advanced accounting system via Microsoft Access, streamlining data entry processes, and enabling expedited data transfer to Excel for comprehensive financial reporting
- Consistently ensured timely submission of reports, accounts, budgets, and returns, meeting all designated deadlines
- Proactively identified and resolved challenges faced by fellow accountants, offering guidance and providing essential information to uphold accounting data standards
- Strategically led and coordinated a team of up to 20 employees, fostering enhanced communication and collaboration within the office
- Innovatively developed and instituted a client service program, boosting client satisfaction and engagement
- Spearheaded special initiatives, notably the digitization of estate records, and collaborated closely with software providers to precisely codify and create master data, facilitating the robust implementation of an ERP system
- Collaborated effectively with external auditors to secure certifications for ISO 9001:2000 (QMS) & ISO 9001:2008(QMS), and was recognized with an appreciation letter for outstanding contributions

EDUCATION

- **Intermediate Examination Certificate in Costing** (CMA Intermediate Course recognized by UK NARIC)
From the Institute of Cost & Works Accountants of India, Calcutta, India
Duration: June 1990 - September 1993
Enclosed:



Intermediate
Examination Certific

- **Bachelor of Commerce in Advanced Accounting & Auditing**
From the Gujarat University, Ahmedabad, India
Duration: June 1986 - January 1990

CERTIFICATION

- Acquired Internal Auditor Certificate for ISO 9001:2000 (QMS)
- Managed to get a hand on Internal Auditor Certificate for ISO 9001:2008 (QMS)



Internal Auditor for
ISO Certification.do