

Surya Prakash Drolia

CA, CMA, IFRS (ICAI), DISA (ICAI)

B.Com (Hons.)

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OBJECTIVES & ASPIRATIONS

To pursue a long-term career in an organization to achieve excellence in the field of finance, accounts, audit, corporate law, & taxation. I am eager to learn various principles of auditing, national & international standards of accounting, taxation, law, art of finance, business & international trade and apply those principles, knowledge in order to be a successful Business Controller.

Post Qualification Work Experience

Sl. No.	Period		Particulars
	From	To	
1.	08.02.2018	Till Date	SH-Haryana Wires Ltd.
2.	01-06.2016	30.10.2017	S. M. Holdings Ltd., Dar Es Salaam, Tanzania
3.	15-09-2010	30-05-2016	Unipatch Rubber Limited, Delhi, India
4.	11-03-2008	13-09-2010	Sakata Inx (India) Ltd. Gurgaon, India
5.	05-08-2003	07-03-2008	R.C. Chadda & Co. Delhi, India

SKILLS & EXPERIENCES SUMMARY.

SH-Haryana Wires Ltd.: is one of the leading Indian manufacturers of round enameled copper wires & aluminium wires having manufacturing facilities at Faridabad (HR) & Hyderabad (AP). The Company has turnover of Rs.350 Crores & is maintaining accounting system in Tally ERP software.

The work profile: Head Finance & Accounts

1. Responsible to produce financial statements, conduct business analysis, prepare and manage business plans.
2. Preparing Monthly MIS,
3. Supervise accounts reconciliation and manage trade payables & trade receivables
4. Responsible for plant accounting
5. Liaising & negotiated with banks for working capital facility renewal.
6. Ensure compliance to income tax and GST procedures and process tax returns - filing of monthly GST returns, depositing of GST for all locations, depositing of advance tax, timely deposit of TDS and filing of TDS returns.
7. Responsible for & taking care of Statutory audit, Internal audit & Cost audit.
8. Ensuring timely renewal of all insurance policies and managing status of claim.
9. Supervise and manage ROC filing and related matters.

S. M. Holdings Limited: S. M. Group of Companies are into manufacturing of Cotton Lint, from farming to ginning, Rice, Oil, and Exports of Cotton and various agro products, namely, Pulses, Cashew Nuts etc. The Company has establishments in more than 5 countries catering export market in China, India, Bangladesh etc. for its products – Cotton, Pulses & Cashew Nuts. The group turnover is USD 28.5 million with 95% Export and 5% Domestic.

The work profile: Head Finance & Accounts

1. Responsible to produce financial statements as per IFRS, conduct business analysis, prepare and manage business plans.

2. Design and implement standard operating principle to streamline business operation.
3. Liaising & negotiated with banks for working capital facility renewal. Achieved reduction in interest rate by 1.25% (on facility of USD 7 Mn)
4. Manage cash flows on daily basis.
5. Managing Sales contract and Receivables.
6. Follow up & Ensuring timely completion of Export shipment.
7. Ensuring error free export documentation & submitting to bank at the earliest.
8. Ensuring timely deposit of taxes as per TRA.
9. Actively participate in key management meeting and board meetings and contribute at policy and strategy level.
10. Monthly review of MIS.
11. Responsible for taking care of Internal/External audit & Statutory Audit.

Unipatch Rubber Limited: A joint venture company with TECH International, USA manufacturing Tyre & Tube repairing patches and allied products having three plants at (i) Nalagarh, (HP) (ii) Gwalior (MP) and (iii) Bhiwadi (Raj), four regional offices across India and corporate office at Saket, New Delhi and turnover of Rs.140 crores with 80% domestic & 20% export and working in SAP system.

The work profile: GM (Finance & Accounts)

1. **Accounts & Audit: Finalisation of Quarterly & Annual Balance Sheet:**
 - a. Schedule preparation of financials (BS, P&L, Cash Flow & Notes) with ratio analysis
 - b. Coordinating with statutory auditors, **S.R. Batliboi & Co. LLP, (EY)** & ensure that all statutory obligations and audit requirements are met on time.
 - c. Coordinating with internal auditors, Govt. auditors and responding to their queries.
2. **Income Tax: Return & Assessments:**
 - a. Keeping track of dates & ensure timely preparation of required details for assessment
 - b. Review & ensure timely deposit of TDS returns & issuing of TDS certificates
 - c. Responsible for computation of advance tax (including MAT) & finalization of IT Return
 - d. Computation of deduction u/s 80IC, and preparation of plant BS and P&L
 - e. Coordinating with tax auditor, S.R. Batliboi & Co. LLP, (EY) and ensuring all annexure of Tax audit are ready on time.
3. **MIS, Costing, Budgeting and Management Reporting**
 - a. Driving the Financial planning & reporting processes (Budgeting, Forecasting, Management reporting of relevant MIS, Variance analysis, Statutory & tax reporting)
 - b. Preparing and analyzing Monthly Cash Flow Statement, Profitability Statement and Comparison between actual & budgeted
 - c. Monthly review of MIS & variance analysis
 - d. Review and monitoring of product costing and variance analysis on monthly basis
 - e. Compiling & analyzing of financial information & providing inputs for business & strategic decision making
 - f. Coordinating with cost auditors and ensuring audit requirements are met properly & effectively.
4. **VAT / Service tax / Central Excise etc.:**
 - a. Visiting Govt. offices, assessing officers or attending hearing as & when required.
 - b. Implemented ISD provision under service tax at HO and availing credit thereof.
 - c. Ensuring timely filing of tax returns and depositing of taxes at all locations.
5. **General Ledger, Treasury & Banking:**
 - a. Handling Capex & Opex accounting

- b. Processing payments – Review documents received from plants & departments within the company and ensures completeness in terms of approvals & adequacy of supporting
- c. Monitoring Account receivables and Age-wise analysis of debtors outstanding
- d. Fund management – daily/weekly fund position statement, timely transfer of fund to plants & branches.
- e. Liaising with banks for working capital limit renewal, preparing & submitting CMA data,
- f. Ensuring timely bills discounting, forex remittance, desired L/C opening.

6. ROC / Secretarial Works

- a. Drafting of Board & General meeting resolutions. Ensuring minutes of Board & General Meeting are timely prepared & signed.
- b. Ensuring relevant resolutions/documents are timely filed with ROC.
- c. Ensuring timely filing of all annual forms / returns with ROC.

7. Insurance:

- a. Ensuring timely renewal of all insurance policies.
- b. Ensuring proper filing of claims, settlement & status thereof

Sakata Inx (India) Ltd. (SIIL): 100% Subsidiary of Sakata Inx Corporation, Japan, manufacturing Printing inks – Gravure & Off-set having plant at (i) Bhiwadi, Rajasthan' (ii) Panoli, Gujarat & corporate office at Gurgaon & turnover of more than Rs.170 crores with an integrated working of all functional areas in SAP system.

The work profile: Manager (F&A)

- Preparing monthly MIS & Variance analysis,
- Preparation of quarterly B/S, P/L A/cs.
- Analysis of basic data structure for adopting the same in conversion from IGAAP to IFRS.
- E-filing of –MCA-21 docs,
- Looking after service-tax matter – availing CENVAT credit through ISD invoice, Return filing & depositing of service tax.
- Ensuring timely payment to vendors.
- Project Accounting & Contractors Payment control
- Managing Insurance portfolio & ensuring timely renewal of policy & follow up for claim status & settlement.
- Coordinating with internal/statutory auditors and responding to their queries.

R.C. Chadda & Co.: Afirm of Chartered Accountants, Krishna Nagar, Delhi.

The work profile: Partner

- Responsible for statutory audit, internal audit and tax audit of companies and firms.
- Responsible for finalization of accounts and tax audit for the private companies, firm, and proprietorship concern.
- Preparing CMA data for Bank loan
- Preparing & uploading of E-filing of ITR of Pvt. Companies, Firms & Individuals
- Computing & reviewing of FBT liability
- Preparing & filing E-TDS & E-TCS return.
- Responsible for Incorporation of private companies.
- Preparing & E-filing of ROC documents/forms under the MCA21 scheme and Annual Return (ROC compliance).
- Liasioning with Income-tax Department, Sales tax authorities, Commercial Banks.
- Preparation of Minutes of Board Meetings of Pvt. Companies.
- Taking registration under DVAT and filing of DVAT returns, Sales Tax/VAT Assessment

- Taking registration, Computing & reviewing of service tax liability and filing of service tax return.

Computer Skills

- Worked in an ERP environment of **SAP**
- Well versed in MS Excel (automation of reports in excel), MS Word & Power point.
- Command over Advanced Financial Accounting Software (Tally 5.4, Tally 7.2, Tally ERP9).

QUALIFICATION & TRAINING

Professional Qualification: Chartered Accountant (2003) & Cost Accountant (2009)

Degree/Diploma	Institution	Subject Specialization	% of Marks	Year
CA (Final)	ICAI	Cost Accounting (76%)	57%	May-2003
DISA (ICAI)	ICAI	Information System Audit	75%	Mar-2007
CMA (Final)	ICWAI	Operation & project Management (65%)	56%	Dec-2009
IFRS (ICAI)	ICAI	International Financial Reporting Standard	pass	Mar-2011

Academic Qualification:

Degree/Diploma	University/Council	Subject Specialization	% of Marks	Year
B.Com (Hons).	Calcutta University	Business Maths (80%)	55%	1993
+2 Com.	W.B.C. of H.S. Edu.	Adv. Accounts (62%)	52%	1990
10 th Std.	W.B.B of S.Edu.	Mathematics (86%)	62%	1988

Training of general management & communication skills

I have attended a 15 days training on general management & communication skills at ICAI, NEW DELHI.

Seminars Attended

I have attended various seminars on Accounting standards, IFRS, GST, Cost Audit & Compliance, Income tax, Company Law 2013 etc. organized by Study circles of ICAI in Delhi-NCR and Institute of Business Laws.

PERSONAL DETAILS

Date of Birth : 14th March 1972
 Father's Name : Late Sh. Ram Awatar Drolia
 Marital Status : Married
 Nationality : Indian

EXTRA CURRICULAR INTEREST/HOBBIES

Reading books, playing chess, listening to music & teaching.

Date:
Place:

(SURYA PRAKASH DROLIA)
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