Sudhir S Amin

Mumbai

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# CA WITH 20 + YEARS OF EXPERIENCE IN FINANCE,ACCOUNTS COMMERCIALS,MIS,AUDIT,SYSTEMS & TAXATION

KeySkills:CA,SoundFinance,Commercials,RevenueRecognition, Systems,MIS,Compliance Knowledge Computer Proficient, Exposure to ERP packages

**Job Objective:** Reputed Company / MNC

**Total Years of Experience:** 20+ years of Post qualification Experience.

**Industries worked:** Real Estate/Hospitality/Media & Publications

**Functional Areas:** Finance/Commercials/Accounts/MIS/Compliances/Systems

**Current Location:** Mumbai

**Education :**

* CA from Institute of Chartered Accountants of India in 1997.
* B.Com (Commerce) First Class from Mumbai University in 1992.
* Attended IFRS Training Session

## **CURRICULAM VITAE**

### Sudhir S Amin

B.com .C.A.

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**JOB RESPONSIBILITIES & EXPERIENCE :**

Presently working as Real Estate and Financial Advisory on Fund raising,Business Development,Business Advisory and Loans,Regulatory Compliances.

**Housing Development And Infrastructure Ltd – Mumbai -** (Since May 2006 to March 2018)

**General Manager – Accounts and Commercials**

At a Middle Managerial position in Accounts and Commercials Team

Reporting to **Chief Finance Officer** on the Financials of the Group Companies.

**Job Profile:**

* Handling Finance,Payables,Internal Control,Audit,MIS & Taxation activities of the Group Companies
* Setting up the SAP Systems & Internal Control policies and Proceedures
* Liasoning with the Statutory Auditors
* Liasoning with Bankers and handling Quarterly Compliances
* Handling Quarterly compliances under RERA Act

**Achievements:**

* Project Manager of the Core Committee for registration of All ongoing Projects of the Company under Real Estate Regulation and Development - **RERA Act,2016**.
* Project Manager for “**Neev” – SAP** implementation project of the Company along with **IBM** as system implementation Partner
* Member of the Core Team for Setting systems and policies for the Central Procurement Team
* Member of the Core team for Various Fund raising initiatives of **IPO and QIP** of the Company.

**HT Media Ltd – Mumbai**

**Sr. Manager – Commercial**

**Company :** HT Media Ltd. (Public Ltd Co) (June 2005 – April 2006)

Reporting to General Manager Commercial

**Job Profile:**

* Monitoring the Commercial operations for West & South region comprising of Billing, Agency servicing, Credit control & Receivable management.
* Reporting monthly Revenue, Yield analysis to the Management.
* Monitoring the Credit cycle & debtors ageing.
* Implementation of the Credit policy.
* Coordination with Sales team on daily aspects of revenue & recovery.

**Achievements:**

* Set up the Commercial team for West & South Zone & Process set up.
* Set up the Internal control System & process for the region.
* Reduced the Average credit days to normal terms from overdue position.
* Effective reduction in the long pending over dues for the West region.

**Indian Express Newspapers (Bom) Ltd - Mumbai**

Manager Sales-Accounts (May 2000 – June 2005)

Reporting to Asst.General Manager – Corporate Accounts

**JOB PROFILE:**

* Reporting of All India Advertisement Revenue, Billing, Collection, Agency dues across the 15Indian Express Branches. Reporting on a Daily & Weekly basis trends of Revenue & Collection to Senior Management.
* Reporting Monthly basis Revenue, Collection & Collectables of all Centres.
* Review of Collection data & sending Monthly & Weekly Budgets to Regional In charges.
* Reconciliation of Centres, Inter Company and other alliance Publications accounts.
* Monthly reporting to INS (Indian Newspaper Society) on debtors & recovery status of accredited agencies.
* Monitoring Daily billing cycle of all Branches & timely closing of monthly revenue.
* Monthly Submission of Debtors ageing to Bankers & handling Bank Audits.
* Member of the core team of study, evaluation and implementation of the new

Advertisement Software on All India basis.

* Liasoning with the agencies and Depots.
* Disbursement of Quarterly and Yearly volume incentives.
* To review the existing Systems and procedures and establish Internal controls

**The Professionals (Advocates & Tax Consultants) Mumbai**.

Manager Taxation (May 1997 to April 2000) Officer Taxation (Oct 1995 to Nov 1996)

**Work –Area :**

Independently handling all Income Tax/Wealth Tax and accounts related matters of Individuals, Partnership firms & Companies.

Areas include Tax planning, Computation of Income, Finalisation of Accounts, Company incorporations, Attending Appeals & Assessments.

**A.N .Chaturvedi & Co.(Chartered Accountants & Merchant Bankers) Mumbai**.

Article ship Training (July 92 to July 95)

Statutory Audit, Internal Audits and System review of Public & Private Ltd Companies.

Tax audit of companies, Income Tax & Wealth Tax related matters.

**QUALIFICATIONS :**

Professional : Chartered Accountant from ICAI in May 1997.

Academic : B.Com from Mumbai University with First class.

Computer : Working Knowledge in Windows ;MS Office applications like Excel, Word,

Exposure to SAP Package, Knowledge in Tally.

**PERSONAL :**

Marital Status : Married

Age : 50 Years

Languages Known: English, Hindi, Kannada, Marathi.

Interest: Reading,Music,Sports,Volunteering