

Accounts Director

Professional Overview:

- Sizeable **Accounts and Administrative** experience.
- Client **relationship** management.
- **Revenue generation.**
- Versatility and adaptability to various assignments and situations.
- Dedication and drive to self and organizational goals.
- Effective communication and team-building skills.
- Ability to get along with all at workplace.

WORK History (App. 12 years):

1. Ogilvy & Mather Ltd. – as Commercial Manager since December 2008 till date.

Job Responsibilities:

- **Handling West & South Region - 8 branches.**
- Preparation of MIS reports, client wise **Budgeting & forecasting** and comparison with actual.
- Handling Billing & Revenue, releasing vendor PO's.
- **Responsible for Client receivables and Vendor Payables.**
- **Reconciliation of Client as well as Vendors.**
- Reimbursement of expenses.
- Having financial control in each branch.
- Reporting to DGM.

2. Percept Advertising Ltd. - as Manager - Accounts & Finance since January 2007 till Date.

Job Responsibilities:

- Handling two projects independently.
- **Responsible for the profitability of the project.**
- **Co - ordination with the suppliers.**
- Arranging personal finance & bank facilities.
- Discounting of bills.
- Reporting to Managing Director.

3 Purnima Advertising Agency as Senior Accounts Officer since January 2006 till December 2006.

Job Responsibilities:

- Handling accounts upto finalization for Subsidiary company at Singapore.
- Managing audit and GST returns work for the Singaporean subsidiary.
- Handling Branch accounts (8 branches in India) and managing co-ordination with branches.
- Regular Stock Records maintenance and reconciliations with branches.
- Handling TDS and Sales Tax calculations and payments provisions regularly.

4. Rediffusion-DY&R – as Accountant from October 1999 to January 2001

Job Responsibilities:

- Data entry of Sales & Purchase.
- Cash Vouchers entry & Bank Books as well as Cash Book maintaining.

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- Excise Duty & Sales tax calculations.
- Reporting to Chartered Accountant.

5. Sasi Advertising Pvt Ltd - as Account Assistant from January 1999 to September 1999.

Job Responsibilities:

- Handling Petty Cash.
- Data Entry of Sales & Purchases.
- Voucher entry, Maintaining Cash & Bank Book as well as Bank Reconciliation.
- Reporting to Chartered Accountant.

PROFESSIONAL QUALIFICATIONS:

- Certificate of PGDFM from Mumbai University. – First Class
- Certificate of Advanced Diploma in Business Management at Pune University.
- Certificate in SAP – FICO Module from Aptech.

EDUCATIONAL Details:

- Passed TYB.COM securing SECOND CLASS from Mumbai University) in April 1995.
- Passed HSC securing FIRST CLASS from State Board in April 1992.
- Passed SSC securing FIRST CLASS from State Board in March 1990.

COMPUTER SKILLS:

Have done Diploma in computer education, MS Office, Tally accounting package (4.5 & 5.4 & 7.2 version) and SAP R/3 - 4.6 C, FICO Exposure, Microsoft Navision R-2