

PROFILE SUMMARY

Qualified CMA & CS offering nearly 9 years of rich experience in the areas of:

Finance & Accounts	Direct & Indirect Taxation	MIS/ Documentation
Credit Control & Debtors Management	Audit & Due-Diligence	RBI/ Statutory Compliance
Liaison & Coordination	Company Secretarial Matters	Company Law Matters

- A keen planner with expertise in managing the Finance & Accounts functions and contributing towards improved financial performance, heightened productivity and enhanced internal controls
- Resourceful in monitoring the inflow & outflow of funds to ensure optimum utilisation of funds for accomplishing organisational goals; proven abilities in managing month end closing process within time & accuracy norms
- Track record in successfully overseeing functions like finalisation of accounts, budgeting, fund management, auditing, etc. with competencies in preparing MIS & other financial reports to keep a track of financial performance
- Demonstrated excellence in managing Taxation & Import matters encompassing timely submission of returns & interfacing with Taxation & Regulatory Authorities for submitting necessary documents & obtaining timely clearances
- Result-oriented leader with excellent time management, team building & interpersonal skills; accurate & precise in all work related assignments with proven talent in driving internal controls/ audits and implementation of best practices
- Pivotal in ensuring Secretarial Compliances & maintaining Statutory Records required by company as per Companies Act
- Excels in **managing a range of Secretarial Issues** entailing drafting, reviewing & vetting of various Documents/ convening **Board / Annual General Meetings** and resolving compliance issues with in-depth knowledge Unlisted & Group Companies, MNCs
- Proactively provided **advise to Board Members on Company Law, Corporate & Commercial Laws**, Government Policies & Procedures, Compliance of Companies Act
- Competencies in maintaining **effective contacts with Investors & other stakeholders** for accomplishment of business goals; remains updated with **latest changes in relevant rules & regulations** and advises management of the implications of the same for the company

WORK EXPERIENCE

Jul'17 - Till Date Savera India Riding System Company Private Limited, Navi Mumbai as Assistant Manager - Costing & Company Secretary

Role:

Costing and Accounts, MIS

- Creating costing sheet and updating cost records; preparing the Stock Reconciliation Statement
- Maintaining inventory valuation statement for management and for audit
- Performing costing and product marginal analysis for MIS reporting
- Formulating annual budgets and conducting variance analysis to determine difference between projected & actual results and implementing corrective actions; ensuring that funds are arranged in the most cost effective manner
- Updating:
 - Monthly cash flow statement, MIS report and company financial as per foreign holding company requirement and format
 - Bank Reconciliation Statement
- Administering fund flow and reporting it the management
- Ensuring preparation of:
 - Monthly DP statement for bank required for CC limit
 - Quarterly Performance Report (QPR) required to submit in Bank
 - Monthly Reconciliation statement of statutory liability Under direct tax compliances if TDS, TCS, IT
 - Monthly Tax liability payment & filling of Returns
- Interfacing with Taxation Authorities and representing the organization during tax assessments/ proceedings
- Interacting with Regulatory & Government authorities for obtaining licenses / clearances and ensuring compliance with various statutory obligations; developing business relationships with banks & liaising with them for Letter of Credit, Bank Guarantee, ICRA for Credit rating
- Monitoring credit clearance as per company's credit policy; scrutinizing the vouchers before payment as per the company's procedure; ensuring that timely payments are made to/received from creditors/ debtors

- Developing and implementing accounting systems & procedures; preparing Statutory Books of Accounts, Bank /Party Reconciliation, Balance Sheets and Consolidated Reports in compliance with time & accuracy norms
- Coordinating with Auditors for timely completion of audits; evaluating the internal control systems with a view to highlight shortcomings and implementing recommendations made by Internal Auditors

GST

- Leading the implementation of GST; following compliances under GST, Filing Returns and making payment
- Ensuring reconciliation of 2A and Purchase register; assisting in GST Audit

Company secretarial Compliance

- Assessing Memorandum of Association and Article of Association of Company
- Facilitating the appointment of Key Managerial Personnel & related compliances; preparing necessary documentation for appointment, removal and retirement of Directors
- Drafting & preparing notice, agenda, resolutions & minutes of the meetings of the Shareholders, Board of Directors
- Managing a gamut of tasks like:
 - Facilitating Incorporation of a Company, Change in Capital Clause of a Company
 - Filing all documentation of companies promptly and preparing & filling Annual Returns
 - Preparing Loan Documentation & creation of charges for borrowings of the company
 - Maintaining Statutory Registers, Records of Statutory Filings, Letters & Communications
- Coordinating with external Legal Counsel for follow-ups on legal matters and with internal departments on various legal & secretarial aspects
- Complying with Provisions and following the procedure as per Companies Act, 2013 and Foreign Exchange Management Act, 1999 for Increasing Authorized Share Capital & Paid up Share capital of the Company,
- Complying with the procedure for Allotment of Shares and Issue of Share Certificate
- Intimation to RBI of Foreign Investment, Preparation and filing of FC-GPR Form with RBI under FEMA regulation
- Drafting the ECB (External Commercial Borrowing) agreement with the Foreign Shareholder Company
- Comply with FEMA regulations for ECB loan, filling monthly ECB Return, making & reporting ECB Interest payment
- Preparation & Filing of Foreign Liability and Assets Annual Return with RBI
- Comply with the new notification, updates under the companies Act
- Compliances reporting under various laws like Labour laws, Taxation laws and Statutory Audits
- Creating a dynamic environment that motivates high performance amongst the team members; imparting guidance to junior staff

Sep'14 - Nov'14: Brick & Byte Innovative products Pvt. Ltd., Navi Mumbai as Assistant Manager - Accounts

Role:

Accounts & Costing

- Tracked bank balances for smooth flow of operations; developed monthly management reports (MIS) and Cash Flow Statement
- Updated inventory costing and valuation in ERP system; performed costing and product marginal analysis for MIS reporting.
- Created working statement for monthly statutory liability under the various heads as sales tax, service tax and making the payments and filing of online return
- Developed DP statement for bank required for increasing fund limit; ensured monthly closing activities of accounts
- Led reconciliation of billing issues with customer
- Interacted with Sales tax Authorities for Completion of Assessments
- Designed & reviewed accounting and related system reports for accuracy and completeness
- Managed Statutory Auditor in Certification and Finalization Matters; led finalization of accounts of the group companies

Company Secretarial Compliance

- Updated Statutory Registers
- Maintained Minutes Books; filed annual return with the ROC

Jul'12 - Sep'14: Emirates Lube India Private Limited, Navi Mumbai as Sr. Accountant

Role:

Accounts & Costing, MIS and Compliance

- Preparing Costing Sheet, Price List for the Various products
- Costing and product marginal analysis for MIS reporting.
- Ensuring timely filing of Income, Service, Sales, TDS, Excise Returns & payment of Statutory liability.
- Preparing MIS report as per requirement of the Management like Consolidated as well as Region wise
- Ensuring reconciliation of the Bank Balance, Debtors & Creditor
- Assisting Auditor in Internal Audit, Statutory Audit, Tax Audit
- Handling compliance as per companies Act, RBI, FEMA regulations

TRAINING/ INITIAL EXPERIENCE

Mar'11 – Jun'12: L.S. Navale & Associates (Mr. Laxman Navale, Practicing Company Secretary), Pune as CS Intern

Sep'09- Oct'10: Accura Infotech Pvt. Ltd., Mumbai as Jr. Account Executive

May'07 – May'09: Shakti Vital Links Pvt. Ltd., Mumbai as Account Executive

ACADEMIC DETAILS

Pursuing Advance GST Certification Course from The Institute of Cost Accountant of India (formally known as ICWAI)

CMA (ICWA) (Cost and Management Accountant) from The Institute of Cost Accountant of India (formally known as ICWAI) - ACMA - A36821 in 2013

CS (Company Secretary) from the Institute of Company Secretaries of India - ACS - A36350 in 2012

Master of Commerce from Mumbai University in 2008

Bachelor of Commerce from S K Somaiya College, Mumbai University in 2006 with 68.14 %

TRAINING UNDERTAKEN

- **Excel Macro Training Program Conducted by The Institute of Cost Accountant of India**

TECHNICAL SKILLS

- **Pursuing SAP – FICO Power User Course from SAP and the Institute of Cost Accountant of India**
- **ADOA-FA : Advance Diploma In Office Automation And Financial Accounting**
- **Course covered the following contents:**
 - **MS-Office: Ms-Word, Ms-Excel, Ms-PowerPoint, Internet Explorer**
 - **Accounting Software: Tally 7.2**
 - **MS-CIT (Maharashtra State – Certificate of Information Technology) from Keerti Computer Institute , Mumbai**

PERSONAL DETAILS

Date of Birth: 18th April 1985

Address: 801, Uravshee, Plot No 10, Sector-29C, Rabale, Navi Mumbai - 400701

Languages Known: English, Hindi & Marathi