**HIREN, PGDFM (Finance)**

Graduation B.COM. In Accountancy

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| **Key Skills and Competencies**  *Proficient in Microsoft Office*  *High sense of responsibility*  *A self-starter, capable of working independently, dedicated, committed and responsible to continuous development of organization*  *Enthusiastic, fast learner with good interpersonal and organization skills*  **Personal Details**  **Nationality:** Indian  **Date of Birth:** 09-Apr-1976  **Status:** Married  **Academic Qualifications**  PG Diploma in Finance Management (PGDFM)  ***At Symbiosis Centre for Distance Learning, Pune***  **Oct 2010**  ***Master’s Diploma in Software Engineering (MDSE)***-Aptech Computer Education – **Sep’99**  *Bachelor of Commerce (BCOM)****–Shri Bhausaheb Vartak College of Arts Science& Commerce, Mumbai University- July’96.***  **Certifications**  *Completed Business English certificate preliminary with merit* ***from University of Cambridge–UK June’10.***  *Certified in Finance Programme Module1 from* ***ABN AMRO*** *during* ***Aug’07***  *Certified Six Sigma White Belt scholar* ***from ABN AMRO during May’06.***  ***Training Course in Advanced Excel***  Aptech Computer Education in **Oct’05**  *Certified in Oracle 8i with Visual Basic 6.0* ***from Boston’s Computer Institute in Sep’01***  **Other Achievements**   * *Awarded with ACES Bravo awards towards identifying wrong process being followed since 4 years which was affecting P&L at RBS (Royal Bank of Scotland).* * *Pivotal in saving companies funds by 2.5 Million INR being wrongly paid to third party rather than original vendor.* * *Introduced totally new look by formatting & automation of MIS reports previously sent to Finance Directors team at UK & also automated Accruals Ageing Reports.* * *Worked and handled the process alone with Adhoc request towards closure of 600 internal orders in absence of a colleague was much appreciated my onshore and Client Service Rating of above Expectations received from onshore in GSVM process*. | **CAREER OBJECTIVES**  To pursue growth of my career in a competitive and challenging work environment that will utilize my specialization, skills and experiences to attain the company’s goal.  **PERSONAL SUMMARY**  A Post-graduate of Finance in Accountancy at University of Mumbai, India. Passed the B. Com Examination on July-96. Knowledgeable in Accounting principles, methods and practice. Has demonstrated skills in rational and logical thinking, ability to interpret and analyze data, attention to details and able to manage change and maintain flexibility in a variety of challenging environment.  **A self motivated accounts professional with overall more than 17 years experience in Finance / Accounts including 6 years at end user level in Sap R/3 Fico Module and 1 Years in Oracle Financials.**    I have experience on Cost Analysis, Trial Balance & P & L preparation, Finalizing numbers to Balance sheet preparing the same, Inter-company reconciliation’s, Bank Reconciliation’s, Ledger controlling, Inventory Management, Handling Purchases, Expense Analysis, have handled Accounting & Finance (Working capital finance, term loan, Cash flow and Fund flow management), Handling Auditing (Internal & Statutory), Banking, Management Information System reporting to Managers, Department Heads & Directors.  **Professional Experience**  **KGK Diamonds SA Pty Ltd ( Johannesburg, South Africa) *20 April 2015 – 15 Oct 2015***  ***As Assistant Manager Accounts***  ***Company profile: The KGK Group of Companies is a leading importer, manufacturer and exporter of Diamonds and colour stones for last 109 Years.***  ***Job Responsibilities:***   * Preparing Management Information report of goods polished, rough under process, sales, purchase, and carats reconciliation & maintaining books of accounts & monthly payroll. * Inventory management, following with the clients for collection and internal audit of the manufacturing and trading of diamonds goods. * Preparing monthly P&L and Balance Sheet for review of the Directors. * Preparing Debtors Ageing, MIS reports for Inventory and Cash flow report. * Verifying all the Banks Transactions and approving in the system * Perform surprise cash Conduct physical inventory of stocks at the store to check existence of stocks and accuracy of recordings.   **Komandor Middle East W. L. L.**  ***Nov 2013 – Feb 2015***  **(Member of Arcal & Universal Aluminum Group), Bahrain**  **As Accountant / Stores / Purchase Supervisor**  **Company profile: *ARCAL is today one of the largest manufacturer of architectural aluminum products in the Kingdom of Bahrain, offering turn-key services in designing, manufacturing and installation of aluminum curtain walls, composite cladding, door, windows, skylights etc.***  ***Job Responsibilities:***   * Prepare Management Information Reports (P&L, Fund Flow statements, Collections Reports, Projects costing reports). * Prepare monthly payroll for worker & Staff employees checking & updating for adjustment or deductions if any. * Handling of Petty Cash, booking petty cash expenses and booking Non-Inventory cash purchases. Booking Inventory Purchases & keeping track of Inventory by periodical stock evaluation, Fabrication & Production Entries by Production Department * Handling Local Purchases as per request from factory, Preparing LPO’s (Local Purchase Orders), Booking for GRN’s (Good Receipt Notes), updating, tracking and maintaining Purchases materials received and pending list. * Prepare payments & ensure timely transfer of funds (Foreign Purchases) based on original documents as per the terms & Agreements. * Following up with clients, Debtors for collections & Posting of Non-Inventory purchases and making payments. * Collecting cash received from Showrooms cash sales or advances and depositing in Bank. * Posting Journal entries towards monthly provision (Accruals), prepayments and monthly closing entries & Preparing Bank Reconciliation also update the fund position on daily basis. * Preparing any other reports as per Internal Auditors, Finance Manager or MD’s request. Closing all the Projects / File no’s after verifying all the collections and completion of the same.   ***Raffa Construction and Maintenance Co. W. L. L. (RAFCO), Bahrain Sept ‘12 – Oct 2013***  **As Sr. Accounts Executive**  ***Job Responsibilities:***   * Making payments of salaries and looking after payroll of overall staffs, engineers & labours working on Project and entering payroll entries in the system. * Handling day to day petty cash expenses for overall projects also booking the same in the system. * Scrutiny of vouchers & feeding of timesheets of the workers on projects into the system. * Making payments to suppliers after confirming & scrutiny of purchase orders and delivery challans. * Booking all bank related payments and other expenses after identifying the project cost centers. * Maintaining Day to Day Supplier Bills, Sales Bill, Fixed Asset Register & Store vouchers. * Preparing Salary statement, Bank Reconciliation, Outstanding List for Creditors & Debtors.   **Major Clients: -** MINISTRY OF WORKS (Bahrain), BAPCO, ALBA, TATWEER PETROLEUM, GARMCO& GPIC.  ***Royal Bank of Scotland Group (RBS Business Services Pvt. Ltd.) Apr’06 – May 2012***  ***Lower Parel, Mumbai***  ***As Cost Analyst***  ***Job Responsibilities: (as a part of) UK Cost & Management Information Reporting team.***   * Ensuring that Month-End Processes are completed to comply with Head office Reporting timetable. * Preparing Month-on-Month variance analysis of assigned areas and provide commentaries and also Prepare cost base & flash reporting for all areas serviced to UK prior to cost being closed for each month. * Prepare recharge invoices for UK, & other regions for FICM Business area and booking the same in Sap R/3 after getting confirmation from VAT department. * Posting Manual Cost Allocation Journal Upload in SAP to make charge services cost to Front Office. * Reconciling the GL balance and clearing the gaps between RMT software and SAP R/3. * Scrutinise of payment proposals on spot-check basis and approving for payments. * Effective as well as timely handling of all queries being received from Finance, Business & Auditors along with tax departments. * Creation of Internal Orders, Project setup & Settlement rules in SAP R/3 for Amsterdam (NL). And Keeping Control check & Uploading Accruals, Prepayment & Re-class journals in SAP R/3 for UK &RBS Finance. * Handling month end closure of P & L expenses & preparing the Accrual & Prepayment Ageing Analysis Report on monthly basis. * Reconciling Figures in Sap R/3 with Essbase & verify for any top-level adjustment booked in system and taking the effect in Sap. * Monthly finalisation & Reconciliation of numbers of GL Accounts in Trial balance. * Booking of provisions in foreign currency transactions USD, EUR, GBP, SGD and HKD & transfers in Oracle. * Worked & successfully migrated the P & L Month end process from SAP System to ORACLE (Financial) system for Hong Kong Process to India offshore.   **MSC Agency (India) Pvt. Ltd., Fort, Mumbai *Apr’04 – Apr 2006***  **As Accounts Executive**  ***Job Responsibilities :***   * Scrutinizing vendor’s bills as per contracts & Making payments to the parties. * FD deposits entries, Interest calculation & passing TDS & service tax related entries. * Scrutinizing & entering all bills regarding container movement ground rent of Delhi Branches. * Preparing reports regarding Import & Export empty movement & Vessel wise container reports. & also Preparing Import refund after scrutinizing detention charges & Export Invoicing. * Calculation, reconciliation & filing of service tax return. Working on AFSYS ERP Software package on Oracle 8.   **Sodexho Pass Services (I) Pvt. Ltd., Goregaon, Mumbai *Jul’00 – Apr 2004***  **As Accounts Executive**  ***Job Responsibilities :***   * Entering Sales & Purchase Invoices in Tally eesver 6.3. * Bank Reconciliation, Bank Correspondence, Preparing Cheques for parties and also invoicing of Facility Management. * Handling Imprest Accounts of various branches, Maintaining Petty Cash & Booking all receipts entries as per collection statements received from branches. * Assisting in M.I.S. Reports & helping in Internal Audits. Working on Tally Diamond 6.3 ERP Multi-user Package.   **Shree Vardhaman Chemicals Ltd., Churchgate, Mumbai *Jun’97 – Jun 2000***  **As Accounts Assistant**  ***Job Responsibilities :***   * Bank Reconciliation & Bank Correspondence & booking Bank charges and other bank related entries in system. * Preparing Cheques for parties & Stock Statement reports & booking of Sales & Purchase Invoices & Helping in Internal Audit Department.   ***Major Clients:*** TATA TEA, TATA CHEMICALS LTD.   |  |  |  |  | | --- | --- | --- | --- | |  |  |  | | |  |  |  | | |  | |  | |