**SAGAR**

**SAGAR.338203@2freemail.com**

**FINANCE & ACCOUNTS PROFESSIONAL**

**Seeking challenging assignments in the domain of Finance across the Industry**

**PROFILE**

* Offering **12+ years of** well honed experience with proven expertise in streamlining the Finance & Accounting domain with focus on authenticity and accuracy, currently spearheading as **Sr. Analyst** with **WNS Global Services India Pvt. Ltd.**
* Academically proficient with **Masters in Business Administration – Finance** from National Institute of Management, Mumbai, preceded by **Masters as well as Bachelors in Commerce** from Mumbai University
* Demonstrated expertise in mobilizing and managing financial resources to meet company’s long and short-term financial needs managing Accounts Receivable & Payables, Income Tax, Service Tax, & Book Keeping
* Dexterity across handling and managing various accounting activities viz. bank reconciliation, account finalization, preparation of various management reports, preparation of Financial Account Statement, Trial Balance, Profit & Loss Account and Balance sheet
* Technically proficient with MS Office and other Accounting software packages needed for accounting like **Tally & SAP** with excellent capabilities to adapt and learn new technologies, ensuring continuous skill enhancement

**ACCOUNTING PROFICIENCY**

SAP & Tally ● Trial Balance ● P&L Account ● Trading Account ● Balance Sheet ● Journal Entries ● Ledger Posting ● General Ledger & Accounting ● Bill Receivable & Payable ● Interest & commission calculations ● Income Tax ● service Tax ● TDS & VAT calculations

**PROFESSIONAL EXPERIENCE**

**WNS Global Services India Pvt. Ltd, Vikhroli (W)** **Sept 2013 to July 2016**

Sr Analyst

* Performing and analyzing monthly, quarterly and year end closing activities, including journal entries, general ledger, and cost allocations of expenses
* Generate and maintain balance sheet reconciliation and researching accounting issues.
* Prepare Expense Variance reporting to stay within budget and aware the management if any unexpected or unusual cost appearing in any expense GL.
* Post general entries hard / soft / recurring into accounting system. **(SAP)**
* Prepare Service Fee report to analyze service fee receivable from other branches.
* Prepare Payroll recharge to recover payroll cost of expat employees.
* Prepare Headcount report to understand movement in headcount in different departments.
* Correct allocation of Cost Centre / Profit Centre codes for all transactions
* Perform necessary vendor reconciliations to assist in the maintenance of particular vendor account.
* Responsible for the accurate and timely completion of monthly financial statements
* Keep track on T&E expenses of various departments and aware management if budget getting exceeded.
* Maintain positive, professional relationship with the client.
* Provide expertise to special projects and other ad hoc requests.

**1 |** P a g e

**Audit Video Integrated Systems; Dadar (W)** **May 2012 to Sept 2013**

Accountant

**Accounting Profile**

* Managed overall accounting functions including preparation of vouchers and error-free entries in Tally, Daily Cash & Bank Book, Banking functions, Bank Reconciliation and follow-up with Debtors and timely payments to Creditors
* Prepared cash flow statements on monthly basis to monitor the inflow & outflow of funds and ensured optimum utilization of available funds to accomplish organizational goals
* Handling cheque deposits and prepared bank reconciliation statements on periodical basis and assisted in finalization of accounts
* Issue purchase orders and handle vendor payments to ensure smooth functioning of procurement process.
* Issue Sales or Service bills to customers on regular basis and follow up for payments to monitor regular inflow of funds in business.
* Coordinating with various banks, vendors and customers on regular basis through telephonic conversation as well as emails.
* Calculating, paying and filing online TDS returns with the help of consultant and also involved in calculation of Service Tax
* Looking after VAT process and coordinating with VAT consultant to accomplish the VAT return on periodic basis.
* Look after the accounts as well as admin duties and payroll of all employees.

**Procurement Profile**

* Support the business with the cost effective procurement and delivery of Audio Visual equipments and supportive accessory materials.
* Prepare comparison of products including sampling products whenever required. (Specially in case of supportive accessory items)
* Identify the maximum opportunities for cost and price reductions
* Process and expedite purchase orders utilizing the companies’ procurement system as per the companies policy and procedures
* Ensure all suppliers are in compliance within policy and procedures

**GRSC INFOTECH PVT LTD; ANDHERI (E)** **November 2009 – May 2012**

Accounts Executive

* Handling account payable operations while accountable for downloading & verifying invoices from various vendor sites and servers
* Accurately posting material & expense invoices in **SAP** and facilitating vendor reconciliation while ensuring timely release of vendor payments
* Preparing & maintaining various MIS reports including financial reports like past due reports and report of overdue invoice
* Seamlessly liaising with vendors and service providers and reconciling commission invoices and postings of the same
* Reconcile vendor statement of account prior to the payment proposal to avoid any short payments or duplicate to the vendors
* Reply creditors queries relating to invoices/payments promptly and professionally
* Preparing off-take reconciliation as well as some management reports.
* Assisting Audit team as per requirement

**2 |** P a g e

**PHOTO FILM INDUSTRIES; JUHU** **Jul 2009 – Nov 2009**

Accounts Executive

* Managed overall accounting functions including preparation of vouchers and error-free entries in Tally, Daily Cash & Bank Book, Generating TDS Certificates, Banking functions, Bank Reconciliation and follow-up with Debtors and Creditors
* Handled cheque deposits and prepared bank reconciliation statements on periodical basis and assisted in finalization of accounts
* Handled & maintained day to day accounting up to finalization of Balance Sheets after making all adjustments, Liaised with all relevant departments and prepared regular MIS reports
* Handled monthly salary calculation and payment proposal with proper documentation of attendance schedule received from HR Head.
* Filing online TDS returns through SUNSEX software and involved in calculation of Service Tax while tracked TDS certificates

**VEERARAGHAVAN & CO; VILEPARLE (E) – CA** **Apr 2007 – Jul 2009**

Team Leader - Credit Analyst

* Undertook Balance sheet and profit & loss analysis of loan applicants, facilitated credit processing of personal and mortgage loans (CPA activity) while performed income estimation
* Seamlessly coordinated with clients like Citibank, CitiFinancial, HDFC, Cholamandalam DBS and Money line
* Led a team of 15 Executives and conducted credit verification of business loans
* Prepared MIS & daily report as well as undertook Ratio Analysis

**JF DIAS & CO; VASAI** **Sept 2003 – Apr 2007**

Assistant Accountant

* Prepared accounts of the firm, handled tax audit and tracked day to day expenses
* Supervise to get the work done from subordinates for day to day data entry, Service Tax entry, TDS entry etc
* Involved in preparation of Profit & loss Account, Balance Sheet as well as computation of Income
* Calculated service tax & prepared service & sales tax returns
* Salary calculation for various clients
* Prepared IT returns for individuals

**EDUCATIONAL CREDENTIALS**

**Master of Business Administration - Finance** 2009

National Institute of Management, Mumbai

**Master of Commerce** 2004

Mumbai University

**Bachelor of Commerce** 2000

St. GG College, Mumbai University

**IT Skills**

Operating System Windows

Programming Language SQL, PLSQL (SQL Star – 6 months)

Application Software SAP, SAP BW, Hyperion, Tally, Microsoft office

**Date of Birth**: 11thJuly 1980

**References**: Available on Request

**3 |** P a g e