For Finance & Accounts Dept.

# **Resume**

M.Com.; CA (Inter); MBA (F) + 18 Years’ Senior Level Exp.

**Personal & Contact Info**

**Name** : Girish

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**Date of Birth** : 7th December, 1974

**Aim**

To provide best Financial Management to the Company, so as to increase the Profitability to the optimum level & to provide the best services to the society.

**Education**

* B.Com. – 65 % - in 1994
* M.Com. – 67 % - in 1996
* C.A. (Inter) – in Nov. 1996
* MBA (F) – 73% - in 2016

**Computer Literacy**

* Operating Systems : Windows - latest version
* Softwares : MS Office – latest version (Word, Excel,

Power Point, etc.)

* Internet : Expert
* E-mail : Expert. Well versed in MS Outlook / Express.
* Accounting S/W : Tally - latest version
* DBMS/RDBMS : MS Access
* ERP System : Can work on any ERP System. Even I have

 Experience of development as well as

 implementation of ERP Systems.

**Strengths**

* Very Good Communication Skill : Both - Verbal & Written
* Ability to develop Systems & implement / administer them
* Ability to handle the whole Finance & Accounts Dept.
* Quick Decision Making with Cool mind
* Sharp Grasping Power
* Positive Attitude
* Devotion to work
* Honesty
* Sincerity

**Hobbies**

* Music,
* Systems Development & Administration,
* Study & Research of Indian Religion
* Spiritualism
* Time spending with family

**Experience**

* CA Articleship (Sep 1994 to Sep 1997) : During CA Article-ship I had audited medium & large size organizations, e.g. ECE, NTPC, etc. I have got deep & thorough knowledge of each & every section & activity of Finance & Accounts Dept. – Payroll, Purchase Acctg., Sales Acctg., Contract Acctg., Establishment Acctg., Accounting of Inventory (Maintenance of Priced Stores Ledger, ABC Analysis, etc.), Maintenance of Debtors Ledger, Creditors Ledger, etc., Confirmation & Reconciliation with Debtors & Creditors, etc. **(3 years)**
* From Jan. 1998 to April 2006, worked as **Asst. Manager / Manager** in Shiv Consultancy Services, Vadodara. Here we had been providing Accounting & Taxation services to several small & medium organizations. We provided Consultancy in Accounting, Taxation & Financial Management areas. Our services were, among others, preparation & study of Cash Flow & Funds Flow Statements, Working Capital Management, Long term Investment Decisions using Capital Budgeting techniques (NPV Analysis, IRR Analysis, etc.), Capital Structure Planning [Ratio of Loan Funds to Own Funds] considering Risk, Cost & Control factors of Capital, Tax Planning, etc. **(8+ years)**
* From May 2006 to Mar. 2008 I worked as **Manager (Finance & Accounts)** in Sharp Logistics Pvt. Ltd. It was a Logistics Company. I was Head of the Dept. **(Approx. 2 years)**
* From Apr. 2008 to Dec. 2009 I worked as **Sr. Manager (Accounts)** in AR Printing & Packaging (India) Pvt. Ltd. It was a 100% EOU, manufacturing Paper Products. **(Approx. 2 years)**
* From Jan 2010 to Aug 2011, I worked as **Head (Finance & Accounts)** in Naumee Ceramica India Ltd. It was a Tiles Trading Company, having 10 Sales Depots (branches) throughout the country (India). We were controlling the complete Accounting of H.O. as well as all the 10 branches - covering the Inventory aspects from H.O. here. **(Approx. 2 years)**
* From September 2011 to March 2012, I worked with M/s PAB Organics Pvt. Ltd. As **Dy. General Manager (Commercial)**. The portfolio involves the functioning as the HOD of Finance & Accounts, Stores, Purchase and Administration, etc. Unfortunately the Company incurred a huge loss & I had to leave this job. **(7 months)**
* From April 2012 to June 2014, I had been working with M/s Shiv Consultancy as **Sr. Manager (Accounts & Taxation)**. This is a book writing & Taxation Consultancy Firm, where we had been providing services of Book writing, Accounting, Income Tax, TDS, VAT, Service Tax, CENVAT, etc. **(Approx. 2 years)**
* From June 2014 to April 2015 I had been working in M/s Steel Makers Ltd., **Nairobi, Kenya**. Here my Job Profile was of **Deputy Head of Finance & Accounts Dept.** I have been directly reporting to the Director as well as to the Chairman & virtually controlling and supervising the whole of Finance & Accounts Dept. **(Approx. 1 year)**
* From May 2015 onwards, I had been working as an Accounting & Taxation **Consultant**.

**Achievements**

* I was actively involved in the development and implementation of ERP System : covering Accounting, Purchase, Sales, Production & Stores Depts. for several companies.
* It includes development of step-by-step activities, development of several Forms (e.g. Bank Payment Voucher, Cash Payment Voucher, Bank Receipt Voucher, Cash Receipt Voucher, Journal Voucher, Different Stores Vouchers – GRN, SRIV, MRN, MTN), development of several A/c heads, A/c Codification, etc.
* Prepared/developed Management Information System (MIS) : an integrated System, which takes data from Purchase Dept., Sales Dept., Stores Dept., Production Dept. and Accounts Dept.; and provides different Reports for the management.
* Various Reports included :
	+ Total Purchase Orders placed during a period
	+ Purchase Orders completed during a period
	+ Purchase Orders pending at a certain point of time
	+ GRN’s pending (where material has been received, but Purchase Bill is pending)
	+ Total Sales Orders received during a period
	+ Sales Orders completed during a period
	+ Sales Orders pending at a certain point of time
	+ Delivery Notes, where Sales Invoice preparation is pending,
	+ Inventory at a certain point of time – various items with Quantity, Rate and Value
	+ Inventory Grouping wise : Raw Materials, WIP, Finished Goods, Spares, Loose Tools, etc.
	+ Inventory Movement Reports during a period
	+ Various Purchase Reports
	+ Various Sales Reports
	+ Cash Reports
	+ Funds involved in Jobs,
	+ Advances position,
	+ Monthly details of various Expenditures – Cost Centre wise
	+ Various Debtors Reports
	+ Various Creditors Reports
* Periodic Financial Statements : P&L A/c, Balance Sheet, etc.
* I was actively involved in the development of the Inventory Control System including preparation of Priced Stores Ledger, ABC Analysis, etc.
* I was heading a team for the development of Software of Billing & Accounting for a Restaurant, wherein the main Flow-charting was done by me.
* I have dealt with the following & I am well versed in :-
* Income Tax, TDS, VAT (Value Added Tax), CENVAT, Service Tax, Excise Duty, Professional Tax, etc.
* Finalized the Balance Sheets & Profit and Loss A/c - as per Schedule VI and got the Audit done.
* Attended and handled the Income Tax and TDS Enquiry/Scrutiny cases. I have been handling and liasioning with Income Tax Authorities, VAT Authorities & other Tax Authorities
* Finalized the VAT, Service Tax & CENVAT Credit as per the legal requirements.
* Developed the Accounting System in Tally using all of it’s aspects – including Cost Centres & Inventory Concepts.
* Developed Inventory Control System (Accounts with Inventory) in Tally.
* Liasioning with Banks, Tax Authorities, Govt. Depts., Auditors & others.
* Dealt with clients (Debtors) for Reconciliation of Accounts & payments follow ups.
* Prepared Management Information System (MIS) wherein several daily & periodic Reports were being prepared & presented to the Management. This included Cash Statement, Debtors Statement, Funds involved in Jobs, Advances position, Creditors Statement, Monthly Balance Sheet & Profit & Loss A/c, Monthly details of various Expenditures – Cost Centre wise, etc.
* Prepared Budgets.
* Ratio Analysis and Comparative Study

**Salary**

* Last Drawn : CTC US$ 30,000/- p.a. (at Kenya)

 (Equivalent to INR 20,00,000/- approx.)

* Present Earning : Rs (INR) 50,000/- p.m.
* Expectation : Negotiable

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Date : \_\_\_\_\_\_\_\_\_\_\_\_\_ Signature