SHASHANK

SHASHANK.347627@2freemail.com



**CA Inter., LLB, B.Com**

**Summary:**

*More than 8 years of senior and executive – level financial management experience. Adept at developing and implementing policies and procedures. Excellent contract and vendor negotiation skills. Innovative leader, skilled in problem resolution and financial management. Able to decrease the cost while improving operations. Familiar with reorganization processes and departments. Proven ability to produce dramatic increase in revenues, margins and operational efficiency. Background in auditing and taxation, manufacturing, operations. Outstanding presentation and communication skills. Expert knowledge of Windows, MS Office (Word, Excel, and Power Point) and accounting Package Tally (all versions). Operating knowledge of Income Tax software, Smart Tax and Smart TDS, Spectrum, Internet. Excellent communication skills with thrive to accept challenges and my hard work and commitment towards my work.*

**Career Objective**

*Seeking a position to utilize my skills and abilities in most effective way in the right direction to achieve long term success*

**Professional Qualification**

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| S.No |  | Course |  | Marks Obtained | Total Marks | Percentage |  | Year Of Pass |
|  |  |  |  |  |  |  |  |  |
| 1. |  | CA PE – I |  | 200 | 400 | 50.00% |  | 2007 |
| 2. |  | CA PCE – Group I |  | 182 | 300 | 60.67% |  | 2011 |
| 3. |  | CA PCE – Group II |  | 155 | 300 | 51.67% |  | 2011 |
|  |  |  |  |  |  |  |  |  |
| 4. |  | CA Final |  |  | Pursuing |  |
|  |  |  |  |  |  |  |  |  |

**Education Qualification**

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| --- | --- | --- | --- | --- | --- |
| S.No |  | Course | Board/University |  | Year Of Pass |
| 1. | Secondary Education | CBSE |  | 2003 |
| 2. | Higher Secondary in Commerce | CBSE |  | 2005 |
| 3. |  | Bachelor Of Commerce | Devi Ahilya Vishwavidhyalaya, Indore |  | 2008 |
| 4. |  | Bachelor of Law |  | Devi Ahilya Vishwavidhyalaya, Indore |  | 2013 |
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**Professional Background:**

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**October 2015 – April 2016 Finance Controller**

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|  |  |  | Job Profile |
|  |  |  | 1. | Maximum revenue generation and achieving target collections |
| AUA | Industria | Group | 2. | Finalization of Financial Statements |
| Limited, | a | Company | 3. | Supporting Financial & Statutory Audit and Conducting Internal |
| providing Security Solutions |  | Audit |
| (CCTV, Fire Suppression, Fire | 4. | Surprise branch visit and branch audit |
| Alarm, Access Controls) and | 5. | Closely monitoring the statutory payments and Accounting |
| manufacturing software for | 6. | Daily Cash/Bank Monitoring and Budgeting and optimizing |
| Financial and HR Solutions. |  | operational cost |
| Based | in Tanzania and | 7. | Regular financial meeting s with directors for daily accounts and |
| having a branch in Kenya. |  | short term and long term financial plans |
|  |  |  | 8. | Bridging the gap between the management and the team |
|  |  |  |  | members and help resolve the issues in the best possible manner |
|  |  |  | 9. | Monitoring Procurements and Operations |
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**September 2014 – September 2015 Finance Controller**



Job Profile

Endeavour Africa Group, a sister concern of AUA Industria Group having its HQ at Kenya and branches in Tanzania, Nigeria, Uganda and India and dealing in development of Software and providers of Security Solutions, Financial Solutions and HR solutions.

1. Receivable and Payable Management
2. Finalization of Financial Statements
3. Supporting Financial & Statutory Audit and Conducting Internal Audit
4. Surprise branch visit and branch audit
5. Monitoring day to day accounting (Sales, Purchase, Cash, Bank).
6. Daily Cash/Bank Monitoring and Budgeting
7. Centralized accounting in Kenya Office
8. Managing team of 6 members
9. Monitoring Procurements and Operations

**July 2013 – August 2014 Finance & Legal Manager at**

Systematix Infotech Private Limited, diversified in Software Development for Android and US IT Recruitments having its HQ in India and a sister concern based at Texas.



Job Profile

1. Achieving Target collections and interaction with client for pending payments
2. Payroll Management of Domestic as well as International team members
3. Day to Day accounting Monitoring
4. Support to team members and clients
5. Handling Legal Matters with the help of Lawyers
6. Finalization of Financial Statements Supporting Auditors for timely and efficient Audit, Weekly MIS Reports

Worked with **M/S United Works Corporation**, a management consultancy corporation dealing in Auditing, Taxation, Accounting Company Law Matters along with the all kind of management consultancy (stores, finance, etc.) based at 1st Floor, Shree Krishna Chambers, 23-24, Dhenu Market, Indore – 452003

Designation : Audit Associate

Duration : March 2011 – June 2013.

Completed my Articleship working at **M/s Jain Mittal And Associates**, a Chartered Accountant Firm Auditing, Taxation, Finance and Accounting Matters based at 23-24, Dhenu Market, Indore

Designation : Article Assistants

Duration : June 2009 – February 2011.

Worked with **M/s. Shikha Jain & Company**, a Chartered Accountant Firm, mainly dealing in Auditing, Taxation, Accounting and Company Law Matters, based at 30 Jaora Compound, Opposite M.Y. hospital,

Indore

Designation : Article Assistants

Duration : October 2008 – May 2009.

Previously worked with **M/s. Ranjan Agrawal & Associates**, a Chartered Accountant Firm, mainly dealing in Auditing, Taxation and Accounting based at 6th Floor, Silver Arc Plaza, 20/1 New Palasia , Indore.

Designation : Article Assistants

Duration : July 2007 – September 2008

Work Profile

1. **Audit experience (Other Than Banks**):
	* + - **Statutory Audit:** Listed and Private Limited Companies. Major Clients : Jash Engineering Pvt. Ltd, Biore India Ltd., M.P. Dye Chem Pvt. Ltd., Shantanu Marketing Pvt. Ltd. (Hotel Infinity), Gada Life and Art Private Limited etc
			- **Internal Audit:** Prestige Group Of Industries, Prestige Education Society
			- **Stock Audit:** Sayaji Hotels Limited, Devs’ bakery and Restaurant
			- **Purchase Audit:** H.D. Wires Private Limited
2. **Bank Audits :**
* **Statutory Audits:**

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| --- | --- | --- | --- |
| S. No. | Name Of The Bank | Audit Of Branch |  |
|  |  |  |  |  |
|  |  | I. | Waiden Branch (Singrauli) |  |
| 1. | State Bank Of India | II. | Vindhaynagar Branch, Singrauli |  |
| III. | Gulmohar colony Branch, Bhopal |  |
|  |  |  |
|  |  | IV. | New palasia Branch. Indore |  |
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| 2. | The Federal bank | I. | Nashik Branch |  |
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* **Stock Audit:**

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| --- | --- | --- | --- |
| S. No. | Name Of The Bank | Audit Of Branch |  |
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| 1. | Punjab National | Manoramaganj Branch, Indore |  |
| Bank | Siyaganj Branch, Indore |  |
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| 2. | Bank Of India | Rambagh Branch, Indore |  |
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1. **Drafting and Filing of Return**
* **Income tax return:** Computation, Preparation & E-filing of Income Tax Returns of Corporate and Non- Corporate Clients
* **TDS Return:** Computation of TDS amount, Preparation & E-filing of the client
1. Accounting:
	* + - Payroll run, Reconciliation of AP and AR
			- Maintenance of Accounts on accounting package Tally, Quickbooks, and Reconciliation of Bank accounts.
			- Finalization of Balance Sheet, Preparing Financial Reports (Revenue Report, Expense Reports etc), Forecasting of Business
			- Dealing and Managing Audit of the company
2. **Handling all the Bills & Correspondence** of the firm with clients, banks, and various other.
3. **Handling Office Administration**; recording of all incoming & outgoing information through phone, e-mail, fax and letters.

**Computer Literacy**

Expert knowledge of Windows, MS Office (Word, Excel, and Power Point) and accounting Package Tally (all versions). Operating knowledge of Income Tax software, Smart Tax and Smart TDS, Spectrum, Internet.

**Typing Speed** : English – 85 WPM

**Strengths** : Excellent communication skills with thrive to accept challenges

and my hard work and commitment towards my work.