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| [**AMEY.366306@2freemail.com**](mailto:AMEY.366306@2freemail.com) | |
| core24x24icons Key Skills | knowledge24x24icons Profile Summary |
| |  | | --- | | Financial Analysis | |  | | Auditing | |  | | Accounting Operations | |  | | Bank Reconciliation | |  | | Taxation | |  | | Fund Management | |  | | Internal Control | |  | | * Result-oriented professional with **nearly 4 years** of experience in Finance & Accounts, Auditing, Reconciliation, Cash Management and Internal Control * Presently associated with **UA Information systems Pvt. Ltd., Pune as Senior Process Associates** * Hands-on experience in managing accounting operations in compliance to the rules/ regulation laid by governing bodies * Skilled in presenting a true and fair view of the financial position of the company by way of timely preparation of annual reports ensuring analysing the expenditure on a monthly basis to control expenses * Proficient in providing timely, relevant and accurate reports and analysis of the organisation’s performance to facilitate decision-making towards achievement of the strategic plan * Expertise in using financial analysis techniques, tools and concepts to provide insights to management on driving business results * An enterprising leader with skills in leading personnel towards accomplishment of common goals   Career Timeline  Geeta Solar Systems, Jalgaon as Manager  UA Information systems Pvt. Ltd., Pune as Senior Process Associates |
| Variance Analysis    Team Management      Soft Skills |
| Communicator  Innovator Thinker    Collaborator Intuitive  Team Player | Natu & Pathak Chartered Accountants (CA Firm), Pune as Senior Taxation Manager  2012-2013  2015-till date  2014-2014 |
| Education | |
| * 2017: Masters in Art in Music (MA) from Bharti University of Performing Art (BVDU), Pune * 2015: Chartered Accountancy (CA) from The Institute of Chartered Accountants of India (ICAI) * 2009: B.Com. from Garaware College of Commerce, Pune University | |
| Work Experience  **Since Jan'15 with UA Information systems Pvt. Ltd., Pune as Senior Process Associates.**  **Role:**   * Monitoring routine bank reconciliations of client for more than 100 accounts * Managing month-to-month closing work, up to finalization of assets/ entities of client * Facilitating internal audit work for most of the entities/ assets of client * Supporting statutory auditor (USA) for all other entities of client * Reviewing management reporting on regular basis to managing committee of client, asset managers of client and key persons of the client * Supervising the team of multiple people * Analysing:   + Income statements of most of the entities of client   + Fund management and report to key persons of client * Regulating accounting for all entities for finalisation of entities of client * Assisted in effective budget preparation by asset managers of client for most of the entities   **Highlights**   * Efficiently took several measures such as conducted meeting with owners, consultants and other key personal of company to ensure that accounting functions were in line with requirements * Pivotally improved finalization of assets through measures such as conducted physical stock taking of all assets of company, calculating depreciation from inception and valuing addition and deletion of assets for over period of time * Played a key role in implementing management reporting measures such as created new forms and paper trails from top to bottom hierarchy of company for huge discounts given to costumers but not accounted, that resulted in accounted actual discount given, which resulted into true and fair view of financial statements * Overcame lake of evidences, unstructured/scattered accounting data challenges during auditing by taking verbal and written approval from different authorities, guiding accounting team on to line up accounting records with current flow and convert accounting data into auditable information for audit purpose * Successfully received the 2nd Rank in recognition of Paper Presentation on “Importance of MS Excel in Corporate work’’ at sub-regional conference held by WICASA, Institute of Chartered Accountants of India   Previous Work Experience  **Jan’14 to Aug’14 with Natu & Pathak Chartered Accountants (CA Firm), Pune as Senior Taxation Manager**  **Jun’12 to May’13 with Geeta Solar Systems, Jalgaon as Professional Consultant (Manager)**  **Role:**   * Engaged in building overall Internal control System in manufacturing, marketing and accounting areas * Performed as Internal Auditor for the purpose maintaining accounting system * Contributed towards getting:   + MNRE Approval for working in natural resources like solar   + Credit rating of the organization from respective agencies   + Government subsidy from MEDA and other respective agencies   + Government Projects for sale of solar products   exp24x24icons Articleship  Name of Entity: Rajasatyen and Associates (CA Firm), Pune  Period: Mar’07 to Mar’09  Role: Senior Article Assistance  Name of Entity: Jayesh R. Lalwani and Company (CA Firm), Jalgaon  Period: Apr’09 to Sep’10  Role: Senior Article Assistance  Z:\Approved_ResDev_Repository\Formats\Visual Resume Formats 2015-16\Icons\Training-Attended24x24icons.png Certifications   * 2008: Information Technology Training (ITT) from The Institute of Chartered Accountants of India (ICAI), Western Region, Mumbai * 2010: Stood 2nd Rank in Paper Presentation in Sub-regional conference, ICAI and WICASA, Jalgaon. * 2012: General Management and Communication Skill (GMCS) from The Institute of Chartered Accountants of India (ICAI), Western Region, Pune | |