**MAYUR**

**[MAYUR.371591@2freemail.com](mailto:MAYUR.371591@2freemail.com)**



**FINANCE PROFESSIONAL**

Offering over 10+ Years of experience



**PROFILE & STRENGTHS**

* Competent, diligent & result oriented professional, offering experience across **Preparing Capex Plan for Quarterly and Year Closing, Fixed Assets & Depreciation Schedule on Quarterly basis, Stock realization on Monthly basis, preparing total centralized inventory control PAN India Level, Reconciliation of accounts with Creditors & Advances, Reconciliation of Accounts with Debtors & Collections & Ageing Reports, Reconciliation of Inter Group Company, Bank Reconciliation, Fixed Asset Capitalization including Addition, Deletion & Transfer of Assets, Running the Report for Profit & Loss and Balance Sheet Mapping.**
* Dexterity in coordinating with all **Branch for monthly closing, Liasioning with Internal & Statutory Auditor**.
* Application of AS 16, AS 11 & AS 28 in Fixed Assets.
* **ARO Working** As per IND AS 37 & IND AS 16
* Adept at formulating & implementing strategies to track flaws, and drawing inputs to realign tactics/strategies to streamline the proper functioning of **Inventory, Accounts Payable, Accounts Receivable, Fixed Assets, General Ledger, Branch Coordination, Bank Reconciliation, Internal Audit, Statutory Audit & Concurrent Audit.**
* Proven expertise in **Purchase Invoice checking including Import Invoices with Proper Documentation (PO/Invoice/LR/GRN)**, deft in preparation of **Balance Sheet & Profit & Loss Account** to assure achievement of agreed-to volume &organizational objectives**;** capable of establishing new milestones through evolved **Internal Control Processes**.
* Excellent time management skills with proven ability to work accurately and quickly prioritize, coordinate and consolidate tasks; resilient with a high level of personal integrity and energy experience.
* **CARO Audit** on yearly basis with all documentation.

**Core Competencies**

⬩Financial Accounting⬩ Fixed Asset Management ⬩ Debtors & Creditors Payment Process ⬩Branch Coordination ⬩Internal & Statutory Audit ⬩Management Information System⬩Accounts Receivable/Payables⬩ Bank Reconciliation ⬩ Inventory Management⬩Inter Company Reconciliation⬩ Vendor Management⬩ Balance Sheet & P&L Grouping.



**PROFESSIONAL EXPERIENCE**

**GTL INFRASTRUCTURE LIMITED JAN 2012 - till date**

**Senior Manager – Finance & Accounts**

**TATA CONSULTANCY LIMITED SEP 2011 - DEC 2011**

**Senior Process Associates**

**GTL INFRASTRUCTURE LIMITED SEP 2007 – SEP 2011**

**Assistant Manager – Finance & Accounts**

**MAHINDRA FIRST CHOICE XXX 2006 – XXX 2007**

**Account Executive**

**M.M. NISM & CO XXX 2004 – XXX 2006**

**Senior Auditor**

* Responsible for preparing Capex Plan for Quarter & Year Closing, Fixed Assets & Depreciation Schedule on quarterly basis.
* Preparing Stock Summary on Monthly as well as Quarterly basis, Profit or Loss on Sale of Assets Schedule.
* Accountable for preparing all India Creditors & Debtors Summary on Monthly & Quarterly basis.
* Deftly preparing Provision for Material, Expenses & CWIP Schedule, Addition, Deletion & Depreciation of Assets Schedule.
* Preparing Various Schedule – Fixed Assets Schedule, Loss on Sale of Assets, All India CIP.
* Accountable for Stock Reconciliation on Monthly basis, Total Centralize Inventory Control all PAN India level.
* Assist team members in solving problems and addressing issues relate to Inventories, ensuring stock IN & Out entry in the system with proper documentation.
* Ensure accurate entry of transactions to accounting system related to Inventory, coordinating with All Warehouse In charge related to Monthly Closing and Liasioning with Internal & Statutory Auditor.
* Accountable for efficient Reconciliation of accounts with Creditors & Advances.
* Controlling the Accounts Payable function PO verification Control over GRN, Invoice Booking, Vendor Payments, Vendor Aging and Reconciliations.
* Responsible for purchase Reconciliation Including CENVAT & Other Taxes, Implementing processes and procedures to ensure timely and accurate payment of vendor invoices and expense vouchers(Centralized AP booking & Payment Processing).
* Preparing All India Creditors Reconciliation & Group Company Reconciliation.
* Assisting team members in solving problems and addressing issues related to Accounts Payable.
* Preparing All Purchase Invoice Checking Including Import Invoices with Proper Documentation (PO/Invoice/LR/GRN).
* Monitoring PR Request, Pending List and updating in the Portals.
* Coordinate with Branch Accountant for Closing of books & Invoice booking related queries, Outstanding Creditors & Advances MIS, Liasioning with Internal & Statutory auditors.
* Accountable for Reconciliation of Accounts with Debtors & Collections, preparing Sales Reconciliation including VAT & CST.
* Knocking off of Debtors with Collections & Prepare Total Outstanding Report.
* Reconciling Outstanding Debtors & Collections MIS and Liasioning with Internal & Statutory auditors.
* Responsible for Fixed Assets Capitalization including Addition, Deletion & Transfer of Assets.
* Maintaining General Ledger accounts, FAR, and various Control Account modules (Bank Payments, Receipt, JVs & Others).
* Managing maintenance of Fixed assets register by classification of assets, posting addition, deletions and transfers of assets and Depreciation Reconciliation.
* Preparing working of Interest Capitalization As per (AS 16).
* Handling All India Fixed Assets Capitalization & Depreciation Reconciliation.
* Conducting Yearly CARO audit with proper documentation & books reconciliation.
* Preparing Impairment working As per AS28 & Maintain the summary of Residual value.
* Having a Knowledge of Branch Coordination, Bank Reconciliation & Internal Audit from Previous Company.



**ACADEMIC & PROFESSIONAL CREDENTIALS**

**MCOM**

Mumbai University

**M.B.A. In Finance**

Sikkim Manipal University.

**Software Knowledge**

Dynamic Axapta, Tally ERP & Oracle 11i



**Date of Birth:**14-July-1983

**References:** Available on request.