HITESH

E-Mail: [*hitesh.376791@2freemail.com*](mailto:hitesh.376791@2freemail.com) C/o-Contact: +971504973598

PROFILE SUMMARY

* A senior level financial service professional with more than **14 years** of progressive experience span through 1 year with Edelweiss Commodities Services Limited in Head - Accounts - Operations

10 years associated with Multi Commodity Exchange of India Limited in Finance & Accounts function and core team

Member of its Technology Upgrade Program (SAP ECC 6)

2 years Associated with Chaturvedi Sohan & Co in Statutory, Internal and Secretarial Audit.

3 years with I O Dharia & CO handling its Income Tax returns till finalizationof client’s accounts during CA

Articleship.

***Presently associated as Head Finance & Accounts / Financial Controller on assignment basis with***

***Apparel manufacturing co.***

* Adept in formulating process for the finalisation of financial statement.
* Proficient in identifying financial risks & implementing effective mechanisms to mitigate the same.
* Hands on experience in handling accounts function and statutory compliances.
* Dexterous in handling finance section of IPO.
* Adept in designing, improvising, strengthening internal control system.
* Deft in handling MIS Reporting and documentation.
* Developed and implemented cost control system.
* Strong problem solving skills; Team-oriented; thrive in fast-paced environments. Record of dependability; attention to detail and ability to multi-task.
* Effective interpersonal and verbal/written communication skills; outstanding organizational and leadership skills.

Education & Certifications

* CA Final – Nov 2002 from Institute of Chartered Accountants of India, Mumbai

CA Intermediate – Nov 2000

* B.Com. from S K Somaiya College of Arts & Commerce, MumbaiUniversity, Mumbai in 1998.
* Certifications:
  + Diploma in Computer Programming & Application (Windows) from TATA Unisys.
* Practical knowledge of following software and technologies
  + SAP FICO Module
  + NEO ERP System
  + Tally 9 & ERP version
  + Navision 2013

Job Record

1. ***June 2016 till date : Finesse Ventures – Head Finance & Accounts / Financial Controller (Assignment basis)***

Currently handling Accounts of Textile manufacturing company on assignment basis having a turnover of more than 175 crore thru online portals (Online) , large format stores (LFS), multi brand outlet (MBO) and exclusive brand outlet (EBO) and export to various European countries. And also taken assignment on analysis and development of Risk Management system and development of software of Stock Exchange.

**Handling Accounts & Audit**

* Formulating and managing the process of monthly accounts by 12th of every next month.
* Finalisation of accounts and advising the company on accounting effects, entries and notes for amalgamation of one of the subsidiary company.
* Also training and guiding the company accounts personnel on preparation of various working required for finalisation of accounts and also interacting with the statutory auditors for early completion of the same.
* Preparation of Consolidated accounts & finalisation of its subsidiary accounts.
* Liaising with the statutory auditors to complete the same within stipulated time

**Setup of Internal Control & Statutory compliance**

* Currently involved assignment in analysing the current Internal Control Process for goods flow and document flow and to suggest the improvement and implement the strong process so as to optimise the available resource.
* To check all compliances of all the taxation direct as well as indirect, such as issue of monthly TDS certificate, service tax returns and its payments, TDS payment, Excise, WCT/VAT and its return and its payment has been filed correctly with the concern statutory authorities on time.

**System Improvement & MIS Reporting**

* Further analysing and working on atomisation of process in ERP (Navision). Ie online portals sales to directly account in Navision, Production planning MRP run and MEP process etc.
* Also advising and consulting on the development of the ERP system - Class
* Develop MIS reporting regarding sales, production and other financial data on daily, weekly, monthly & quarterly basis for taking informed decision by the management.

1. ***May2015 till May 2016 : Edelweiss Commodities Services Ltd, Mumbai- as Assistant Vice President –Accounts***

***(Commodity Shared Services)***

**Accounts, Audit & Internal control**

* Formulating and managing the process of monthly accounts by 5th of every next month.
* Interaction with internal and external auditors and ensuring completion of all audits within the stipulated time on monthly, quarterly and yearly basis without any adverse remark.
* Reviewing, improvising and strengthening the current internal control system.
* Designing and implementation of the new process according to changing business dynamics.
* Integration and implementation of various business policies.
* Formulating plan and process for parallel running of both the accounting system (NEO & Access) for 2 months with existing manpower.

**Statutory Compliance and MIS reporting**

* Statutory payments return filing of VAT, Service Tax, Withholding Tax,Mandi Tax etc.
* Providing the details and valuable input to the consultant for the appeal.
* Providing MIS to management regarding analytical insight of the business.
* Interaction with different internal team for preparation of various statements required by the management.

1. ***Jan 2005 – Apr 2015: Multi Commodity Exchange of India Limited, Mumbai as Assistant Vice President –Finance & Accounts***

**Audit, Finance & Accounts**

* Review and Finalization of Monthly, Quarterly and Annual Financial Statements.
* Treasury Management.
* Having better understanding of Indian Accounting standard.
* Formulatingand managing the process of monthly accounts by 12th of every next month.
* Timely delivering of documentation required by Auditors (Big 4) and Merchants Bankers like Audited Financial Statement, Restated statement and other documents for Public Issue.
* Adherence to company policies, including but not limited to GL coding, Cost and Profit Centre, withholding taxes etc.
* Raising red flag for deviations of company policies
* Interaction with internal and external auditors (Big 4) and ensuring completion of all audits within the stipulated time during IPOas well on quarterly and yearly basis.
* Ensuring the process of daily pay in and pay out of exchangewith bank smoothly.
* Designing the process of monitoring member’s queries and resolving the same in stipulated time.

**SAP Implementation**

* Implemented SAP ECC 6 FICO module as a core team member.
* Post implementation of SAP, was responsible for formulating plan and process for parallel running of both accounting system (Tally and SAP)for 4 months i.e. 1st Dec 2008 to 31st March 2009 with existing manpower.
* Mapped Business Process in SAP System by identifying and analysing the processes.
* Rollout, implementation and configuration of the SAP FI module in other Companies.
* Configure changes in SAP FICO module.
* Provide training and support post implementation of SAP to end users (FICO Module)

**Budgeting and Internal Control**

* Prepared budgets for the company in close co-ordination with various functional heads.
* Conducting variance analysis to determine difference between projected and actual results and taking corrective actions.
* Develop and implement the cost control system to identify and analyse the cost in different parameters like department wise for the management to take effective decision / measure to control the cost.
* Establishing and maintaining adequate internal control system and ensuring adherence to same.
* Liaising with system auditors for timely completion of audit.

**Statutory Compliance and MIS reporting**

* Statutory payments return filing of VAT, Service Tax, Withholding Tax, Advance Tax etc.
* Compliances of all the taxation, such as issue of monthly TDS certificate, service tax returns, TDS payment, WCT/VAT.
* Ensuring Advances Tax payment estimations.
* Providing the details and valuable input to the consultant for the appeal.
* Managing Tax Audits, timely filing of XBRL.
* Liaison with Service Tax and Income Tax Departments.
* Providing MIS to management regarding the financial and the analytical insight of business i.e. cost, profitability etc.
* Collection of various data from different internal and external sources of the organisation required for preparation of various statements to be send to the Forward Market commission i.e. Investor protection fund, Settlement Guarantee fund etc.

1. ***Nov 2002 – Dec 2004: ChaturvediSohan& Co. Chartered Accountant, Mumbai as Partner***

**Audit and Accounting**

* Client handled for Audits- Neelkamal Plastics Ltd., Tiger Steel Engineering (India) Pvt. Ltd., HyldenGlass Ltd, N. D. Metal Industries Ltd, Vijay Fire Vehicle & Pumps Ltd, Hiravati Marines Products Pvt Ltd etc.
* Handling Internal audit, Transaction and System audit, Management Audit
* Statutory Audit and Secretarial audit of corporate Entities.
* Bank audits
* System Analysis, development & implementation of company.

**Corporate and Statutory Matter**

* Verification of statutory records like minute books, register of contracts and other registers maintained as per company act.

1. ***July 1998 – August 2001: I.O. Dharia& Co. Chartered Accountant, Mumbai as Article clerk***

* Filing of returns for income tax
* Finalization of Accounts
* Tax computation
* Audit of Individual, Partnership Firm, companies and various jobs related to income tax.
* Tax planning of corporate and non-corporate assesses
* TDS return
* Statutory compliance as per Company Act

Personal Details

Date of Birth : 23rd September, 1978