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Farhan

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**Profile Summary**

* **Qualified Chartered Accountant,** with 8years of experience in Accounts, Administration and Reporting in a major multinational company; a highly accomplished and result oriented professional playing key Managerial Rolewith skills in achieving greater organizational efficiency & profitability
* Superior interpersonal skills, capable of resolving multiple & complex issues and motivating staff to peak performance even during crisis situations
* More than 8 years experience in SAP as User, Functional role, Trainer and Document administrator

**Core Competencies**

* Overseeing operations of the company encompassing important functions of accounting, administration and compliance

**Accounting**

**Internal Systems and Control**

**Compliance**

**Budgeting**

**Team Management**

**Administration**

**Reporting**

**Auditing**

**MIS**

**Taxation**

* Implementing accounting systems & procedures, supervising the timely preparation of statutory books for finalization of group accounts

* Evaluating internal controls to highlight the shortcomings and implementing necessary recommendations
* Conferring with appropriate internal and external operating offices to ensure that required procedures are followed
* Monitoring of invoicing procedures, verifying employee related costs and controlling material movement and scrap sales
* Coordinating with the tax authorities for compliance of tax provisions accordingly
* Guiding staff, monitoring the performance of team members to ensure efficiency in process operations

**Employment Sketch**

**Total Experience post qualification: 8 Years**

**Jul 10- Sept 14 : Technologies Limited (4 years and 2 months)**

**Jul 10 – June 13 Senior Associate Finance**

**Jul 13 – June 14 Associate Manager- Corporate Accounting**

**Jul 14 - Sept 14 Manager- Corporate Accounting – (Reason for leaving- Career progression)**

**Oct 09- May 10 : Manoj Agarwal CA Firm- Audit and Compliance Associate (8 months)**

**(Reason for leaving- Head hunted by Infosys)**

**Jul 07- Sep 09 : Infosys Technologies Limited- Associate Finance (2 years and 2 months)**

**(Reason for leaving- Own practice)**

**Nov 06 – June 07: Khandelwal & Jain CA Firm- Audit associate- (Reason for Leaving- Career growth)**

**Key Areas handled**

* Worked as Manager Corporate Accounting for Pune Hub comprising team of 12 employees and 8 Locations to conduct Bill Processing, Compliances and Reporting
* Looking after & finalization of accounts involving ledger scrutiny, open issues, cost comparisons, provisions, subsidiary, unit allocation entries & journal entries on time
* Managing accomplishment of corporate accounting policies and regulatory declarations
* Maintaining book closure, schedules, ageing of debtors, creditors, deposits, advances, GRNS, retentions
* Taking care and seeing the closure of Internal and External Audits including SOX compliance
* Receiving balance confirmations, no dues certificates, reconciliation of balances and issuance of various statutory certificates to vendors
* Harmonizing with functional Government departments and top management
* Compliances related to SEZ, STPI, Customs & Excise, Filing of Refunds for Taxes
* Examining & working on improvisation and automation of processes
* Maintaining performance metrics for the team in the form of dashboard, trackers. Generating career road map with plans ensuring better people management

**Highlights:**

* Team leader in setting up of Pune location as a hub for Corporate Accounting at Infosys
* Supervised cross functional conferences with business partners to guide and articulate financial / accounting necessities of internal controls, internal policies and legal structure
* **Productively assisted in development of Bill Register (Web Application for Invoice Tracking)**
* Actively anchored the business analysis process in authorizing policies w.r.t. accounting, budgeting, cost saving and business development

* **Executed process improvement proposals that outcome an incessant cost saving of above Rs. 1 Crore per annum**
* Carried out TDS and Master vendor analysis at Org level reporting discrepancies and proposed corrections

**Served as a member of:**

* Bill Register Support & Enhancement Team
* Business Development and Improvement Cell for FIN
* Communications Team for Corporate Finance, IFRS implementations and trainings
* Audit Committee for the DC
* Nominated Group for Development of Procurement System

**Key Result Areas at Audit and Consulting Firms:**

* Carried out audits under income tax, vat & company laws
* Administered end to end accounting and advisory services on TDS, taxes and compliances

**Article ship**

* 3 Years Article ship from Khandelwal Jain & Associates, Chartered Accountants (now BDO international) in Year Aug 01 to Aug 04

**Professional & IT Skills**

* Acquainted with GAAP, IFRS, Sarbanes Oxley, Vat, Service Tax, Income Tax, , Other allied Laws
* Conversant with SAP FICO, Microsoft Office, Tally & Internet Applications

**Scholastics**

* **CA** from The Institute Of Chartered Accountants of India in 2006
* **M.Com** from Pune University in 2005
* **B.Com** from Pune University in 2003
* 10th **Merit Rank in HSC** from Kolhapur Board in 2000
* **24th Merit Rank in SSC** from Kolhapur Board in 1998

**Personal Dossier**

Date of Birth: 24th February, 1983

Languages Known: English, Hindi

Nationality: Indian

Marital Status:Married