**Milan**

[**Milan.296936@2freemail.com**](mailto:Milan.296936@2freemail.com)

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**Accountant**

**Strong track record of extraordinary performance in fiercely competitive scenarios**

OBJECTIVE: Seeking challenging assignment of Finance & Accounts & Audit for business planning & business analysis with cosmopolitan Company, providing opportunities for continuous learning and growth, utilizing my capabilities in Financial Management for achieving company’s objective and become the best finance resource for a global corporation.

SYNOPSIS: Proactive, hard working and details oriented Post graduate with 5+ Years of experience in handling Daily Operations, financial management and analysis. Possessing valuable insights, keen analysis and team approach to implement best practices used in organizing and leading Internal Audit related business, adept at working in high pressure environments with strict deadlines and multiple deliverables.

PROFESSIONAL EXPERIENCE

Trinity Engineering Services LLC

(Core activities of business for the last three decades are the supply, installation, testing & commissioning of complete MEP system Dubai, UAE)

May 2013 Onwards

September 2006 to April 2012

Accountant

Key Responsibilities:

* Handling all the accounts work up to preparation of P&L and all necessary reports as per management requirements.
* Take care of Accounts Payable & Accounts Receivable.
* Ensuring all the purchases are duly entered in the system and timely payable to the creditors.
* Following for the payment from the Main contractors and follow up with concern Project Engineers for the payments.
* Ensuring monthly work completion invoice got submittal and approval from the Consultant.
* Reconciling both Suppliers reconciliation and Debtors reconciliation on quarterly basis.
* Maintaining daily Petty Cash.
* Maintain daily Bank Reconciliation.
* Handle payroll function – Final settlement which comprise of Gratuity, Leave Salary, Air fare, Medical Reimbursement.
* Administered online banking functions
* Liaise with bankers, insurers and solicitors regarding financial transactions.
* Co-ordinate in L/C opening and processing till the payments made.
* Responsible for GL & journal entries.
* Handling Group visa accounts up to finalization with all sister concern companies.
* Preparation of Income & Expenditure statement of Organization.
* Preparation of Financial Statements which helps to Board of Directors, Shareholders, Investors & External Environment.
* To provide assistance in accounting & management policies.
* Undertaking different expense audit.

Milcent Appliances Pvt Ltd.

(Core activities of the business for last three decades are manufacturing & selling of Domestic Flour Mill & Other Home Appliances @ G.I.D.C, V U Nagar, Anand)

May 2012 to February 2013

Accountant

* Handling Branch Accounts.
* Handling Bank work for Milcent group.
* Reconciliation of bank account of all group accounts.
* Handling internal audit work
* Co ordination with auditor’s requirements.
* Receivable & Payable management & Conformation of balances for Debtors & Creditors Ledger.
* Maintaining co-ordination and communication with Ahmadabad Branch Office.
* Coordination with internal and statutory auditor.
* Process the payment thru RTGS, NEFT etc.
* Liaison with Bank Authorities.
* Debtors’ collections follow up with Sales team.
* Monthly tax return payment in various banks.
* Monthly payment of Provident fund in bank.
* Statutory payment of V.A.T & Sales tax.
* Quarterly T.D.S return filling
* Preparing taxation returns for individuals and organizations
* Preparation of sales tax and filling the returns

**Personal Information**

Date of Birth 20-11-1981

Marital Status Married

Language known English, Hindi & Gujarati

Nationality  Indian

EDUCATION

|  |  |  |  |
| --- | --- | --- | --- |
| Course Name | **Main Subject** | **Passing Year** | **%** |
| B. Ed. | Commerce & Economics | March 2006 | 78.64 |
| P.G. Dip in Business Admin | Management Concepts & Process, Business Environment,  Factory Organization & Management, Personnel Management & Organizational Behavior | April 2005 | 63.50 |
| M. Com. | Accountancy & Financial Management | April 2004 | 62.25 |
| B. Com. | Adv. Accounts & Auditing with M. Law | April 2002 | 58.69 |

All courses are affiliated to Sardar Patel University @ Vallabh Vidhyanagar

In Anand district of Gujarat State in India.