**RESUME**

**SANJOG**

**PERSONAL PROFILE**

Contact no. : +971 504973598

Date of Birth : 05th May 1975

Email id : [sanjog.376481@2freemail.com](mailto:sanjog.376481@2freemail.com)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ACADEMIC QUALIFICATION

1997 M.B.A in Finance from CIBMR&D, Nagpur University, Nagpur

1995 B-Com from Nagpur University, Nagpur

1992 HSC from Maharashtra state Board

1990 SSC from Maharashtra state Board

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EXPERIENCE

**From May-15 to Aug 2017**

Name : -Utico FZC.

(Water Desalination, Power, Engineering Procurement & Const. Co. RAK, UAE)

Designation : - Assistant Manager (Finance & Accounts)

Reporting to : -Chief Finance Officer

Job Profile :- Treasury operation/Bank facility renewal /Project financing / Insurance renewal &claims settlement / Fixed Asset capitalization / Month end closing activity / MIS./ Financial analysis.

1. Treasury function incl:- Daily fund monitoring, managing inflow / outflow of fund, meeting commitments on schedule dates, monitoring TL/LC/TR/OD/BG for business operation. **2)** Bank facility renewal incl:- Providing financial / legal / statistical data to the Bank as per the requirement and resolving the query if any. **3)** Project financing incl:- Submitting project proposal to the bank along with other financial data and resolving the query if any**. 4)** Insurance activitiesincl:- renewing insurance policy , quote comparisons, premium negotiations, addition /modification of clause if any, reporting if any breakdown to the insurance company ,documentation and pursuing for claim settlement. **5)** Fixed Asset capitalization Incl:- Analyzing CWIP ledger, indentifying asset, follow up for commissioning report, confirming for asset put to use, confirming the service life of the asset, asset capitalization, validation of depreciation calculation and their posting in the books.**6)** Month end closing activities Incl:- Ensuring all the Income &expenses for the month are accounted within the time limit, all the banks and cash balances are reconciled. **7)** MIS Incl:-Monthly performance report for management and other reports like finance cost/ insurance claims /loan repayment schedule/ Bank borrowing / facility status/ projected cash flow.**8)**Financial analysis incl:- Analysis of balance sheet ratio for matching the covenant required by the bank, prepared and analyzed projected P&L and balance sheet matching with bank covenant.

.**FromFeb-12 to April-15**

Name : - NSSL Limited (Neco Group of Industries)

(Industrial Valves & Auto Components Manufacturing Co. Nagpur)

Designation : - Deputy Manager (Finance & Accounts)

Reporting to : - Chief Finance officer,

Job Profile :- MIS / Statutory compliance / Income tax / Sales tax (VAT) / CMA and other reports for Banks/ Govt Incentive package.

1. MIS Incl:-Monitoring month end entries are completed on time, all provisions are considered in the books, Inventory valuation and preparing monthly P&L and Balance sheet for the management and discussing monthly performance with the respective unit head and management. **2)**Statutory compliance incl:-Ensured all Sales tax (VAT) , Income tax, Excise and Service tax returns to be filed on time along with their payments. **3)** Income tax Inc:-TDC Calculation, issuing Form-16, Income tax Assessment**. 4)** Sales tax (VAT) incl:- Sales tax assessment, laisoning with the department. **5)** CMA and other reports for Banks incl:- preparation of CMA ,FFR reports and other financial data required by Banks **6)** Assisting for arranging and preparation of documentation for availing the incentive’s from Govt. of Maharashtra.

**From July 2003 to Jan 2012**

Name :- **a)**Indus League Clothing Ltd, (Future Group Co.)

(Manufacturer of Garments, selling product under the brand name of Sculler, John Miller, Indigo Nation, DenialHecther, Jealous, Urbana, Urban yoga.)

**b)** Pantaloon Retail (India) Ltd, (Future Group Co.)

(Retail industry)

Designation : - Deputy Manager (Finance & Accounts)

Reporting to : - Chief Finance officer,

Job Profile :- Accounts Receivable / Accounts Payable/ General Ledger / Payroll / TDS /Budgeting / Banking / Internal Audit /Laisoning with Govt. Dept (Octroi, Food & Drugs, Weight & Measurement) / Legal Matter.

1. Handling responsibility of cluster commercial head for Big Bazaar & Food Bazaar format. Area covered: - entire Maharashtra (excl. Mumbai, Pune & Nashik) and Madhya Pradesh. **2)** Responsible for AR/AP/GL/ Payroll/TDS/ Annual Business Plan for stores (Budgeting) /Banking Services/ Handling Internal Audit/ Legal compliances and Issues related to Octroi, Food & Drugs, Weight & Measurements and legal cases.

**May 2002 to Jul 2003**

Name : - SUA EXPLOSIVE & ACCESSORIES LTD, Kelza, Nagpur

(Manufacturer of Civil Explosives)

Designation : - Accounts officer

Job Profile :-

**1)**Heading Accounts, Purchase, Stores & Administration function Incl:- a) Independently handling Accounts of the factory, conducting internal/external audit of the factory, Income tax and Sales tax Assessments, ensuring statutory compliances on time, handling banks, finalization of account. **2)** responsible for procurement of raw material as per the schedule production withspecific quality and quantity. **3)** Maintaining adequate stock at the stores as per the schedule production. 4) Keeping punctuality of staff and workman and also ensure to keep them motivated

**Dec 2000 to Apr 2002**

Name : - TCL BARON INDIA LTD.

(Sales & Service office Aiwa & TCL Products)

Designation : - Branch Accountant, Nagpur Branch

Job Profile :-

Responsible for Branch Accounting incl:- Accounting of Sales, Purchase, GL, Stock, Monitoring promotion scheme Issuing Credit note to the customer, handling internal audit of the branch, follow up with sales team for collection of outstanding, looking after branch administration, and other daily, weekly and monthly MIS.

**Oct 1998 to Dec 2000**

Name : - V. K. Surana& Co Nagpur

(Chartered Accountant firm)

Designation : - Paid Assistant

Job Profile :-

**1)** Fixed Asset Capitalization (approx 10K Cr of asset capitalization of IspatIndustries Ltd, Dolvi ,Mumbai (presently known as JSW Steel Ltd.) **2)** Assisting in preparation of backup paper for filing the case of antidumping duty to the European Commission for Ispat Industries Ltd.., Dolvi. **3)** Assisting in preparation of corporate plan for Ispat Industries Ltd.

**Sep 1997 to Sep1998**

Name : - Technika Engineering Co Pvt, Ltd., Thane,

(Manufacturer of Brass Valves & Components)

Designation : - Accounts Executives.

Job Profile : -

Handling Cash, Bank, Debtors and Creditors.

**OTHER INFORMATION**

**Computer Skill:**

Well conversant with ERP (SAP / Oracle / Epicor)&MS office (Excel / Word / Power point)

**Language Known**: - Fluent in Marathi, English &Hindi

**Personality Traits**:-Extrovert outgoing person with interest in sports, traveling, belief in independent working within broad guidelines. An urge for learning & constant self- assessing for improvement.Highly motivated person with as optimistic outlook and ability to get well with colleagues

Sanjog