

MANISH MANGALDAS SHAH

Achievement-driven Professional targeting Senior Level assignments in Finance and Accounts with a leading organization of repute preferably in Jalgaon (Maharashtra)

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Core Competencies

Finance & Accounts



P&L and Revenue Growth



Taxation/ Auditing



MIS Reporting & Documentation



Payroll Processing



Bank Reconciliations



Cost Optimisation/ Reduction



Training & Team Building



Profile Summary

- Skilled in managing month-end provisions & payables, preparing ledger books, reconciliation statements and in GL Analysis; strong exposure in cash forecasts and working capital management
- Proficiency in conducting reconciliation of accounts including reconciliation of the customers/ vendors statements
- Managed processing of Accounts Receivable (AR) invoices, billing and credit notes, reconciliation of customer accounts, credit analysis and follow-up on collections
- Expertise in preparing financial statements including trial balance, cash flow statements, reconciliation reports, profit & loss account, age-wise accounts payables & receivables statements and balance sheets
- Prepared and presented weekly and monthly management reports on cost and benefit analysis, productivity analysis, inventory turnover analysis and cost variance analysis
- Established & maintained an efficient recordkeeping / MIS System; assessed the prevailing corporate environments by reviewing and enhancing all financial procedures and inventory & cost controls
- Automated and integrated financial information systems, directed preparation of financial forecasts with coordinated budget projections
- Reviewed financial results; undertook year-on-year and quarterly comparison of company performance both in terms of the top line and bottom line
- Monitored key performance indicators, operational performance indicators, strategic initiatives, risk scenarios and business plans for the Finance Department
- Rich knowledge of Income Tax practice, involving filing of tax returns and liaising with the tax authorities, transfer pricing audit and assessment

Education

- B.Com. from North Maharashtra University, Jalgaon
- Diploma in Information and System Management from Aptech Computers Bhusawal

Soft Skills



Communicator



Thinker



Innovator

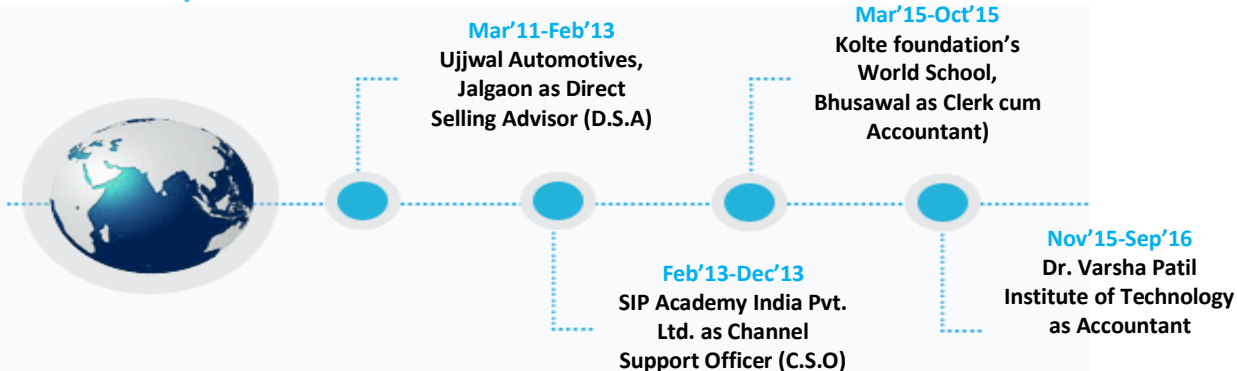


Collaborator



Intuitive

Work Experience



Key Result Areas:

- Prepared financial reports such as Statement of Financial Position, Accounts Payable, Accounts Receivable, Intercompany Reports, Bank Reconciliation Statement, Manpower Analysis, Statement of Cash Flows & MIS Reports
- Conducted funds management, credit control, profitability and forecasts to avoid potential losses
- Improved customer relations by implementing regular follow-up with customers / creditors / sales staffs, for timely payments
- Updated & analysed monthly expenditure schedules to identify accrual and pre-payments to be included in monthly accounts; matching invoices, debit/ credit notes, purchase orders and vouchers
- Vouched Sales & Purchase Register, Debtors Ledger, Creditors Ledger, General Ledger to authenticate the figures appearing in books of the accounts; processing invoices/ vouchers, suppliers' bills and salaries along with checking invoices before booking
- Prepared monthly closing entries, analysing and reconciling fixed asset depreciation and liabilities
- Handling the administration, financial and various other aspects of general business management
- Maintaining accounting records, preparing accounts & managing information for small business (accountancy)
- Producing reports and recommendations following internal audits or public sector audits
- Detecting and preventing fraud (forensic accounting)
- Providing financial advice, continuously managing financial systems and budgets and undertaking financial audits (an independent check of an organization's financial position)
- Liaising with internal and external auditors and dealing with any financial irregularities as they arise
- Generating financial management reports, including financial planning and forecasting
- Advising in planning and arranging finances, including capital budgeting, mergers and acquisitions, raising capital or loans, cash projections, decisions regarding the purchase of assets and investment management
- Formulating yearly forecasts, budgets, plans activities, leading to the development & implementation of plans; determining project plans including their funding
- Undertaking analysis of financial data and providing relevant information; interpreting data for purpose of financial decision
- Planning and executing monthly/quarterly/annual closure schedules; providing monthly financial statements; administering monthly closing process and ensuring reclassification & accounting of wrong or unaccounted entries

Personal Details

Date of Birth: 16th October 1976

Languages Known: English, Hindi and Marathi

Address: H.No : 1398, Near "Maitriya" Buddha Vihar, Nagsen Colony, Kandari., A.P. Kandari, Bhusawal-425203