**CURRICULUM VITAE**

**MUNI RAJ SOLANKI**

Plot No. 92, Sai Nagar,

Near Sai Baba Temple

Balanagar, Hyderabad – 500 042. Mobile No.9441203330

**India**  munirajsolanki@gmail.com

**ACADEMIC:**

* B.Com 1994 from Osmania University, Hyderabad.
* 10+2 from Kendriya Vidyalaya, Picket, Secunderabad, Year 1991.
* 10th from Kendriya Vidyalaya, Begumpet, Secunderabad, Year 1989.
* First Class Bharat Scout Cadet

**Technical Qualification**

* Accounting Package :- Profit, Tally, FoxPro, Window Concept 98, Wings 97, Focus Busy, TATA TX,TIMBER LINE,PACK,Pro Fax Oracle , JD Edward ERP
* WINDOW 7 XP

**Project Knowledge & Experience**

* Preparation of Monthly MIS and its Analysis and Subsequent Consolidated of MIS from different Country to Country and Department wise for Management Presentation Scrutiny of Supplier’s ledger & Debtor’s & Creditor confirmation from both the side
* Executing Reconciliation of Revenue Vs Cost, Preparation of Cash & Fund Flow Statement & ensuring actual against Budgeted / Estimated – Financial Analysis
* Overseeing Statements provided subsidise to Taxation Department for Statutory Form like Form C, H, E1 etc – Sales Tax / Excise Record for Returns Filing.
* Dealing with Banker’s for issuing Bank Guarantees, L/C document, Mortgage/ Hypothecated / Collateral Securities & Loan forming for Business and Expansion of Unit and Business which co related to Financial Institute and Bankers.
* Handling Forex transaction which involvement of Business relate regular Business & any type of Project related.
* General Tasks – Build and Analyse activity of Profit & Loss, Report and Analyze Actual Budget & Forecast, Support management in driving financial performance, profitability and cost effective of solutions for project portfolio as challenge new offer.
* Structure in place of property Analyse and understand project bids ( Profit, Cash & Risk factors) and influence optimizing offer for profitability.
* Enforce Customer project Process rules and its implementation in Project Budget for Business utilizing SAP – ERP Package key user – Fully responsible for Data accuracy, Update and asses the Asset Cost Monthly ( Actual, Committed to Complete in Stipulate time require), Cost Control tools elaboration and enforcement in ABC formula co related in Asset.
* Contract Administration information – Manage Project Booking & Invoicing accordingly, Manage Cash & Bank Collection (Push over due Collection) utilizing Credit Control data and record.
* Perform timely sales recognition base on Financial instrument, Project Reviews scheduling and adherence to template / process.
* Book & Bills – Order / Sales push management & consolidation, Manage Central Excise & Sales Tax Department, Project Global Scheduling

**Profile**

* Business and Finance Audit Experience in National & International Industry, Experience in International Environment and Management – Administration & Accounts and other department in Project Related. Individual will need to have very good business acumen be open minded and able to deal with cross functional and organization team. Excellent Communication Skill & Highly Analytical in nature

* **Experience 25 years**
* Languages Known Hindi, English, Gujarati, Marwadi, Rajasthani,

Telugu –

* **Family Details** Father : **M.C. Solanki, Chartered Engineer**

Brother : **Randhir Solanki, Auditor**

* Age & Date of Birth 11-02-1973, - 45 Years
* Presently Working **SNM CONSULTANTS – C.A Hyderabad**
* Nature of Company Project Industrial Accounting – Manufactucturing & Export –

 Import Oriental Business (India & Overseas)

* Designation **Accountants Manager** – January 2015 – till dt

Remuneration Depend on Project Rs.30,000/- + per month

* Nature of Work **Project Management Accounting Co-Relate** to

Accounts, Finance,

* Worked In **Chief Distilleries Uganda Ltd – Uganda – East Africa**
* Turn Over 25 Billion Uganda Shilling
* Nature of Company Alcohol Distillers – Bottle – Sachets – All Size
* Designation **Chief Accountant – from July 2011 – Dec – 2014**

Drawing a salary in INR – 360,000/- Per Annum + Food + Accommodation + All Allowance + Incentives

* Nature of Work Accounts – Finance – Logistics - Statutory Report

Reconciling Finalize the Inventory Report with Production

On Line URA Filing – Legal – Licensing Work – Purchase Order Reconciling - Follow Up with vendors – Debtors

Pay Roll Accounting – In Conversion Currency – UGX – KYS US $ - INR

* Worked In **Bharat Bio Tech Ltd – Hyderabad**
* Turn Over 300 Crores – Pharmaceutical Company
* Designation Project Accounts Manager from June 2010 to May 2011

Drawing a salary of Rs.2,40,000 Per Annum + Conveyance

* Nature of Work Accounts – Finance – Logistics - Statutory Report

Reconciling Finalize the Inventory Report with Production

* Worked In **Lals Group LLC – Dubai**

 Lamcy Plaza & Mazaya Island Shopping Mall

* Nature of Work Leasing Plaza & Business Centre Top Most Major
* Turn Over 15 Billion Dirham’s Per Annum
* Designation Management Account Head

From 3rd October 2007 till 30 May 2010

Drawing 60000 Dirham’s Per Annum + Food + Accommodation

* Nature of Work Maintaining Day to Day Transaction of Leasing

Business Accounts – Working Software

JD Edward –Timber Line ERP – Having Out Let

Import & Re-Export Sources & Legal

Manpower Recruitment, MIS Report, Management Report

* Worked In ***Sunder Group / Sunder Steels Ltd Hyderabad***
* Nature of Work Turn Over of 30 Crores - Steel & Coal Mine

Manufactures of TMT, M.S. Ingots, Pig Iron, Sponge Iron &

Iron Ore Mines.

* Designation **Manager Accounts**

From December 2005 to September 2007

 Drawing 1.8 Lakhs per Annum + Conveyance

* Nature of Work Working Software TALLY-9

 Maintain books of Accounts, finalization of Balance

 Sheet, Transportation & Logistic Record.

 Central Excise, Sales Tax, Service Tax , TDS

 Project Accounts for Bank

 Accordingly with Promoters –

Updating Excise Books - All Statuary Filing.

* Worked In ***A.R. Plastics Pvt Limited Gurgoan (Harayana)***
* Turn over **250 crores**

 Designation **Dm. Accounts**

From 01th Oct 2001 to 31th Oct 2005

Drawing 1.2 lacs Per Annum.

* Work responsibility Working Software BUSY, Wings

Record of Ware House & Stores with Production

 Central Excise \. Sale’s Tax’s Esi/PF & Returns payroll account & finalization of Book of Accounts

 & Balance Sheet - Factory Accounts

* Worked In. ***Gateway Associate Pte. Ltd.,***

Ashgabat, Turkmenistan, CIIS - Russia

* Nature of Work Tannery Leather Plant /T.O=3,000, 000 U.S$
* Occupation **Officer Accounts/Salary 700 U.S$+Acc+Food**
* Duties of Work Accounts/Stores /Logistic Dept. 16st Nov 1999 to

19th September 2001.

Working Software TATA TX

Follow up of un submitted bills, department follow

up of deducted amount after payment received

From bankers, out standing with clients, Bank

Report, Work Order, L.C. Document & Shipment &

Other document.

* Worked In. ***M/s. Rockwell Industries Pvt Ltd.,***
* Nature of Company Deep Freezers, Refrigeration & Gas Unit
* Turn over 30 crores.
* Salary Drawing Rs. 4,500/- from 01-03-1996 to 31-10-1999
* Occupation **Cashier – Cum – Accountant**
* Job Responsibilities Working Software Profit - Foxpro

 Head Office, Show Room Factory Accounts

Accounting Package – profit.

* Worked In. ***M/s. Vishnu Sharaf & Co.***
* Nature of Company Chartered Accountant Firm
* Salary Drawing Rs. 1,750/- from 01-01-1994 to 17-02-1996
* Occupation **Paid Asst. Cum Accountant**
* Job Responsibilities Manual Accounts & Tally Accounting Package

 Auditing Books of Accounts of Manufacturing,

Trading, Service Oriented Companies & Bank Procurement of Trial Balance, Profit & Loss A/c, BRS,TDS, Balance Sheet, & Stock Valuation, Maintaining Sale, Purchase, Stock Cash & Bank Books Accordingly Ledger

Thanking you

Regards

(MUNIRAJ SOLANKI)