

ARUN R. SAHANE

A-6, Akshay CHS Ltd., Plot 7, Savarkar Nagar, Mahatma Phule Road, Thane (w) 400606
Contact: 9987120792, E-Mail: arunsahane77@gmail.com

– Accounts Manager –

COMPETENCIES

- Financial & Fund Management
- Finalization of Accounts
- Coordination
- Budgeting and Cost Control
- Internal Control Review
- Statutory Compliances
- Resource Planning & Deployment
- General Administration
- Financial Analysis
- MIS Reporting
- Business Administration
- Team Management

EDUCATION

- **MBA (Finance)** from IMCOST, Thane (Mumbai University) in 2013 (II Class)
- **Diploma in Taxation** from MCC College, Mulund, Mumbai ('A' Grade) in 2003
- **B.Com.** from Mumbai University in 2000. with II Class
- **H.S.C.** from Pune Board in 1996 with II Class
- **S.S.C.** from Pune Board in 1993 with Distinction

IT SKILLS

- Accounting Package Tally-ERP9,
- M.S. Office & Internet Application.

PROFESSIONAL SYNOPSIS

- Account's person having extensive experience of **20 years** in **Financial and Accounting Functions**.
- Presently working with Varun Developers, Thane as Accounts Manager.
- A keen planner with proven ability to develop short & long term strategies, improve operations, impact business growth and maximize profits.
- Handling all accounting services and functions through supervising accounting sections.
- Skilled in designing and implementing systems/ procedures to achieve financial discipline and enhance the overall efficiency of the organization.
- Keen analyst with good negotiation & relationship management skills and abilities in liaising with banks, financial institutions, regulatory authorities & agencies.
- Instrumental in handling financial / cost management, resource allocation, performance measurement.

CARRIER HIGHLIGHTS

WORKING WITH :

Varun Developers, Thane (Developers)

Oct. 2008 to Till date

Designation : Accounts Manager

Current CTC: 18 Lakh p.a.

The Growth Path:

Accounts Manager

Oct 2008 – Till date

Job Profile:

- Accountable for preparing companies overall yearly budget with other Department Heads.
- Finalization of accounts & Filing of tax returns (GST and Income Tax)
- Responsible for completion of assessments/scrutiny of all taxes
- Recording and Auditing of financial transactions
- Preparation of Project-wise fund flow and cash flow of Group companies
- Monitoring group companies monthly financial requirements and operational expenses
- Instrumental in liaising with Internal and Statutory Auditor
- Assisting to purchase and sales department in financial matters
- Instrumental in reviewing systems of internal controls and addressing weaknesses.
- Responsible for recruitment, training and development of accounts department

Shah Forged Rolls Pvt Ltd., Thane (Manufacturer)
Accountant

Oct. 2006 to Sept. 2008

Job Profile:

- ♦ Recording of accounting transactions & assisting to auditors.
- ♦ Responsible for filling of sales tax, service tax and excise returns
- ♦ Reporting to directors for loans, debtors, creditors, investment, liabilities etc.
- ♦ Audit, Physical verification and valuation of stock
- ♦ Preparation of Monthly Cash Flow of company
- ♦ Assisting to Accounts Manager in preparation of financials
- ♦ Helping to HR Department in Pay Roll, PF, ESIC, Gratuity, Profession Tax, bonus

Mumbai Accessory Pvt Ltd. / Eastern Overseas, Mumbai (Export CO.)
Accountant

Jun 2005 to Sept. 2006

Job Profile:

- ♦ Maintaining daily accounts of company and directors
- ♦ Verification of Bank Guarantees and export documentations like invoices, packing list, DEPB,
- ♦ Preparation of Pay Roll and handling PF, ESIC, Gratuity, Profession Tax, bonus
- ♦ Helping to the internal auditors

Speciality Carbon and Chemicals Pvt Ltd., Navi Mumbai (Consignment Agent)
Accountant

Dec . 2003 to May 2005

Job Profile:

- ♦ Preparation of Sales Invoices and filling of Sales Tax Returns
- ♦ Recording accounting transactions of company and directors
- ♦ Handling bank transactions like Overdraft facility, Secured Loan and securities.
- ♦ Preparation of Monthly Sales and Stock report.
- ♦ Customer's Ledger scrutiny and reconciliation

M.B. Karadkar and Associates, Thane (C.A.)
Accountant Assistant

Nov. 2000 to Nov. 2003

Job Profile:

- ♦ Auditing of Individuals, firm and company accounts
- ♦ Recording of accounting transactions of individual, firms, company and societies
- ♦ Assisting to C.A. in Income tax , GST Tax return preparation and finalization of accounts,
- ♦ Handling assessments of Sales tax and Income Tax

Personal Details :

Date of Birth : 29th September 1977
Permanent Address : Tal – Junner, Dist. – Pune, Post – Alephata, Kolwadi
Languages Known : Marathi, English, Hindi
Family Background : Wife, daughters (Two)
Hobbies : Reading and travelling
Notice Period : 15 Days
Current Salary : Rs. 18 Lakh
Expected Salary : Rs. 22 Lakh+

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