



Vijay Lahoty

Deputy General Manager - Accounts

A Chartered Accountant (May 2006) with more than 17 years of experience in Real Estate and Manufacturing with Accounts & Finance, Taxation, Budgeting, Internal Audit, and Management Information System. Team player with good communication and inter-personal skills • Excellent working knowledge Tally - ERP, SAP, and Microsoft Office suite

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Location:
Mumbai, India

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Vijaylahoty1

SKILLS

Accounts

Taxation

Budgeting

MIS

Corporate Finance

WORK EXPERIENCE

RUNWAL DEVELOPERS

Deputy General Manager (Accounts & Finance)

09/2022 to till date

Achievements/Tasks

- Day to day accounting of the company.
- Handling of Accounts Payables & Receivables
- Handling statutory audit and preparation of financials
- Handling statutory compliances.
- Preparation of various MIS.
- Planning and managing funds.
- Preparation of Provisional Cash Flow on fortnightly basis.

Happy Forgings Limited, Ludhiana

Deputy General Manager (Accounts)

01/2021-09/2022

Achievements/Tasks

- Day to day accounting of the company.
- Handling of Accounts Payables & Receivables
- Managing fixed assets register with tagging number and installation certificate
- Depreciation calculation as per fixed assets life and shift basis.
- Handling statutory audit and preparation of financials
- Handling statutory compliances

Windsor Realty Private Limited, Mumbai

Deputy General Manager (Accounts and Finance)

12/2011– 08/2020

Achievements/Tasks

- Accounts & Finance

- Day to day accounting of the company, follow-up with team members.
- Verifies bills received from contractors/vendors/suppliers w.r.t signed agreement statutory compliances etc.
- Preparation of Quarterly & Yearly Financials as per Indian GAPP.
- Presentation of financial results and insights to the Board.
- Manage Accounts Payable and Accounts Receivable, Tax, Treasury, Employee Payroll working, Financial and Management Accounting functions.
- Co-ordination with Statutory Auditors for timely completion of audit.
- Follow up with financial institution for open & amendment of LC & avail of buyer's credit against LC payment.
- Planning & Managing Funds for weekly Vendor payments & monthly/quarterly EMI Payment.
- Maintains accounting controls by preparing and recommending policies and procedures.

EDUCATION

Chartered Accountant (2006)

Institute of Chartered
Accountants of India

Bachelor of Commerce (Computer Applications)

Maharshi Dayanand
Saraswati University, Ajmer

PERSONAL DETAILS

Date of Birth -
7th Dec 1977

Nationality -
Indian

LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

REFERENCES

CA. AMIT GOEL

M- 9004044129

CA KARAN ZAVERI

M-9833089794

CA. MANISH KASLIWAL

M-9920242415

- Follow up with customers & financial institution for accounts Receivable & collection.
- Follow up with financial institution for loan disbursement.
- Provide details and MIS for financial institution as when as required.
- Prepare working for revenue recognition as per revised guidance note 2012 issued by The Institute of Chartered Accountants of India.
- Revenue accounting as per percentage completion method of the project.
- Vendor/ Contractors ledger reconciliation.

- **MIS & Budgeting**

- Work with department managers on budgets and forecasts, including ongoing monitoring of performance and ad-hoc analyses related to their function.
- Prepare quarterly basis provisional cash flow statement for management.
- Compare provisional cash flow statement with actual expenses and identify variances, if any.
- Preparing various MIS as when required by the Management.

- **Taxation**

- Compliance of various statutory laws such as Income tax, Goods & Service tax and etc.
- Calculate Advance Tax liability as per revised guidance note 2012 issued by The Institute of Chartered Accountants of India.
- Handling Income tax scrutiny case assessments, commissioner appeal and survey case.

- **Others**

- Co-ordinate various secretarial compliances: annual return filing, extension of AGM & etc.
- Verifying various labour compliance i.e. PF, ESIC & PT etc. with labour contractors.
- Calculation of individual Employee TDS, verification of Salary, verifying payments of PF, ESIC and PT related to salary.
- Follow up with financial institutions for project approval (APF).
- Co-ordinate with banks as per business requirement.
- Ability to collaborate effectively with all the teams of the agency.
- Handling RERA Compliance.

Indiabulls Real Estate Ltd, Mumbai

Manager (Accounts and Finance)

08/2008 – 12/2011

Achievements/Tasks

- Day to day accounting.
- Preparation of Monthly, Quarterly & Yearly Financials.
- Handling of Statutory Audit.
- Preparation of daily MIS of fund inflow & outflow.
- Working on Budgets and Financial Analysis.
- Preparation of project Budget and reconciliation with financial.
- Update of project budget on monthly basis & reconciliation with monthly financials.
- Reconciliation of Material Module report with Financial Module Report.
- Preparation of project's next six months cash outflow.
- Prepare the initial Projects Budget with the Operation & Engineering team.
- On the fortnightly basis updated the budget against the actual expenses incurred.
- Provide the detail balance cost which is incurred in the future.
- Initial Budget can be revised and reasons for deviation are noted.
- Revised Budget is compared with the Actual Cost incurred on the project and if there are any variation reason for the same are identified.

India Infoline Limited, Mumbai
Assistant Manager (Internal Audit)

03/2007 – 07/2008

Achievements/Tasks

- Surprise Internal Audit of all Branches situated in West Zone of India.
- Preparing Surprise Internal Audit Branch Visit Report for submitting it to Sr Vice President at HO.
- Pre-Audit of all expenses paid to the Branches of the West Zone vide Cheque.
- Pre-Audit of all travel expenses claimed by employees.
- Setting up internal control.
- Any other tasks that may be required to perform from time to time.

Karan Development services Private Limited, Indore
Manager Finance and Accounts

2006 – 2007

Achievements/Tasks

- Responsible to control and command all Account and Finance related activities
- Monitor and practice internal control.
- Handle routine operations of company

Achievement

- SAP/ERP Implementation
- System of Process (SOP) Implementation
- Framing of Policies