

SujitVishwanathGhosalkar

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Job Objective

Being a Professional in Accounts, I want to make a bright career in this field by being a part of and an asset to an esteemed organization and serving to the best of my capabilities in order to reach greater heights in life.

Areas Of Expertise/Achievements

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| <ul style="list-style-type: none">▪ MIS & Budgeting▪ Finance & Accounts▪ Receivable Management/Credit Control▪ Internal Audit/ Statutory Audit▪ Payroll Management▪ Process Improvements | <ul style="list-style-type: none">▪ Tally ERP9/GDMS/Autodeal/Autowork |
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PROFESSIONAL EXPERIENCE

2) Waheguru Enterprises Pvt Ltd (From Dec 15)
(Hyundai authorized Dealer)

1) Autograph Cars India PvtLtd (From Aug 2008 to Dec 15)
(Skoda Authorized Dealer)

EMPLOYMENT SCAN

Assistant Account Manager Dec 2015 to Till Date Waheguru Enterprises Pvt Ltd

- Controlling Vendors Invoices and payment as per agreed Turnaround time.
- Monitoring & Controlling Expenses within Budget.
- Provide Floor support and immediate resolution to Top management
- Handling Tally for Accounts payable & payments entries
- Monitoring Employees claims & Open advances
- Scrutinize & Reconciliation of Dealer Claims.
- Adhoc reporting for Top management review

MIS Reporting & Budgeting:

- Prepared monthly report on Incentive Expenditure
- Controlled budgets and analyzing variances to determine difference between projected & actual results
- Preparing & Reviewed Budget & planning, Analysis with actual & reason for variance
- Controlled Projection & Provisions, conducting variance analysis to determine difference between projected & actual results,
- Provided support for annual budgeting, Pre Alert and Strategic planning process ensuring that a comprehensive and accurate plan is completed for submission, including detailed plans for individual departments/Business Units.
- Set-up responsibility of budgets and policies to ensure control over income and expenditure.
- Prepared monthly operational budget/projection to the CFO for Directors review and approval.

General Accounting:

- Lead responsibility of Balance Sheet, P/L Account, Finalization of accounts
- Responsible for GL activity by scrutinizing the ledger accounts periodically
- Supervision of staff in Accounts Receivable including collections, Accounts Payable, General Ledger, Fixed Assets and Payroll.
- Managed weekly reviews of General Ledger to monitor costs and identify any potential miss-charges.
- Reorganized Month close, financial statements and verification of P&L reports.
- Supervised payment related to employee, vendor & inter company.
- Administered and maintain fixed assets register lead the valuation of fixed assets, adjusting for depreciation

Audit & Taxation:

- Calculations of Salary TDS of employee inclusive audit of Investment proof & suggest for Investment
- Preparation & ensure Filing Quarterly E-TDS returns. through Sensys E TDS Package
- To generate TDS Certificates and dispatch the same to the respective vendors
- Preparation of VAT Liability & Service Tax Liability & GSTR1,GSTR2 & GSTR3B
- Interacted extensively with internal and external auditors coordinating quarterly and year-end financial and operational audit

Sr. Accounts Executive – Autograph Cars India PvtLtd. (Apr'08 to Dec 15)

General Accounting& MIS Reporting:

- Supervising to Junior Staff for Day to Accounting.
- Verifying & Checking of Voucher entry of petty Cash & Main Cash.
- Preparation of Bank Reconciliation Statement on daily basis of seven banks
- Preparation of various reconciliation such as Floor Funding, Claim, Insurance, RTO, Octroireco, on Monthly basis.
- Preparing Weekly Outstanding Report for the management & follow up for recovery from concern department & customer.
- Preparing MIS reports on monthly basis as required by management

Dealer Claims Management:

- Analysis and monitoring of Incentive Expenditure & process of Dealer Incentive claims.
- Follow up periodically with the Regions on Claim Submission.
- MIS on Claims on Actual v/s Budget Analysis
- Review & analysis of Sales Scheme & Promotion Expenditure. MIS on Claims on Actual v/s Budget Analysis

Audit & Taxation:

- Solving Internal Auditor queries on day to day accounting&Independently Handling Stock audit of Banks
- TDS Working and Payment, Filing Quarterly E-TDS returns through Sensys E TDS Package & issuing TDS Certificates.
- Interaction with Statutory auditors for finalization of Balance Sheet.
- Preparing Statements and Schedules for Finalizations of Accounts

ACADEMIC CREDENTIALS

- B.Com from Mumbai University in the year 2008

PERSONAL DETAILS

- Date of Birth : 14/04/1987