



NAVIN DHANUKA

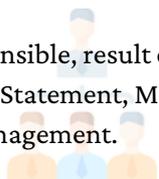
MANAGER FINANCE & ACCOUNTS

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SYNOPSIS

A base learner, good motivator, energetic, dedicated, responsible, result oriented, focused professional with 13 years of exposure on Accounts, Finance & Auditing, Finalization of Financial Statement, MIS, GST, Service Tax, VAT, TDS, Accounts Payable (AP), Account Receivable (AR), General Ledger (GL) & Team Management. 

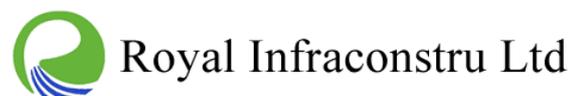
WORK EXPERIENCE

Royal Infraconstru Limited (July 2020 - Current)

Designation: Manager Finance & Accounts

Responsibilities:

- Preparation and Finalization of Annual Accounts along with necessary details.
- Preparation and Consolidation of Monthly Balance Sheet.
- Preparation of accounts for Board Meeting.
- Branch Reconciliation & confirmation with Projects/Units.
- Preparation of M.I.S.
- Preparation of monthly Stock statement for Bank.
- Review of Head Office Accounts.
- Handling of Statutory Audit, Internal Audit, Cost Audit, Stock Audit, Tax Audit.
- Preparation and uploading of Income Tax Return.
- Handling of Income Tax Assessment (Companies) & GST Assessment.
- Responsible for Reconciliation & timely filing of Statutory Returns (GST, TDS, etc.).
- Preparation & evaluation of Credit Rating details.
- Preparation of CMA.
- Preparation of details for Bank Credit Facilities renewal.
- Handling of Bank Stock Audit, Bank Guarantee Assessment & ASM Audit.
- Preparation of details for of Bank Stock Audit, Bank Guarantee Assessment & ASM Audit.
- Review & updating of Bank Guarantee & Bank Guarantee Report.
- Review & updating of Fixed Deposit Report including Interest received & accrued interest.
- Review and updating of Fixed Assets Register.
- Preparation of monthly Cost Sheet of manufacturing division.
- Preparation of monthly Fund Flow statement.
- Ledger Scrutiny of accounts.
- Handling daily basis Management queries.



Anmol Feeds Private Limited (February 2019 - June 2020)

Designation: Sr. Manager Accounts & Finance

Responsibilities:

- Finalization of Financial Statement.





PERSONAL DETAILS

- **Preferred Location:** Kolkata.
- **Notice Period:** 1 Month.
- **Passport No:** L9646831.
- **Hobbies:** Watching Movies, Playing Games, Listening Music.
- **Languages Known:** English, Hindi, and Bengali.



EDUCATION

- CALCUTTA UNIVERSITY (ST. XAVIER'S COLLEGE), 2007
- B. COM (HONOURS), 65.25 %
- WBCHSE (SHREE JAIN VIDYALAYA FOR BOYS, HOWRAH), 2004
- HIGHER SECONDARY, 74.80 % *
- WBBSE (SHREE JAIN VIDYALAYA FOR BOYS, HOWRAH), 2002
- MADHYAMIK, 71.63 %



IT SKILLS

- Well versed with MS Office (Word, Excel, PowerPoint, MS Outlook), Financial Packages (Tally ERP9, Focus ERP, Microsoft Dynamics NAV, SAP) and other internet Applications.
- Completed 250 hrs. of Compulsory Computer Training from ICAI, Kolkata.



PROFESSIONAL QUALIFICATION

The Institute of Chartered Accountants of India (ICAI)

- PE-II November 2006 52.00 %
- PE-I November 2005 61.50 %

The Institute of Company Secretaries of India (ICSI)

- Inter (Group I) December 2005 58.50 %
- Inter (Group II) December 2006 50.00 %
- Foundation December 2004 51.60 %
- Final December 2007 50.60 %

- Handling of Statutory & Internal Audit Procedures.
- Preparation of M.I.S.
- Handling of Income Tax Assessment (Companies).
- Responsible for Reconciliation & timely filing of Statutory Returns (GST, TDS, etc.).
- Preparation of Fixed Asset Register & updating thereof.
- Preparation of Budgets.
- Managing Focus ERP system with administrative rights.
- Preparation of Cost Sheet.
- Preparation of monthly Cash flow & Fund flow statement.
- Reconciliation of debtors & creditors.
- Handling daily basis Management queries.
- Checking & Approving Accounting Vouchers at Corporate office & factories.

M/S CRI Limited (Ball Pen Tips Manufacturer & part of Emami Group of Companies) (March 2014 - January 2019)

Designation: Sr. Manager Finance & Accounts

Responsibilities:

- Finalization of Financial Statement.
- Handling of Statutory, Internal & Cost Audit Procedures.
- Responsible for Reconciliation & timely filing of Statutory Returns (GST, TDS, VAT, CST, Service tax etc.).
- Preparation of M.I.S.
- Handling of Income Tax Assessment (Companies), Vat Assessment, Service Tax Assessment, etc.
- Handling of filling of various forms & returns with SEZ authority and assessment thereof.
- Preparation of Budgets.
- Preparation of Fixed Asset Register & updating thereof.
- Preparation debtors & creditors aging report and presenting it to management.
- Reconciliation of debtors & creditors.
- Preparation of Cost Sheet.
- Preparation of BRS.
- Handling daily basis Management queries.
- Checking & Approving Accounting Vouchers.



Notable Accomplishments:

- Implemented Operational & Production ERP system 'Reflection' designed by Praktan Technologies, Nasik as Project Manager.
- GST transition & implementation at M/s. CRI Limited.

M/s SML Consulting Services (Management Audit Firm) (March 2013 - February 2014)

Designation: Management Trainee

Responsibilities:

- a) CRI Limited (Reputed Ball Pen Tips Manufacturer)
 - Evaluation of Internal Control System (ICE).
 - Non-Performing Assets.
 - Landed Cost of Raw Material.
 - Supply Chain study.
 - Finance Costs comparison study.
 - Preparation of SOP's / Manual (Stores, Purchases, Accounts, SEZ).



b) Emami Limited (FMCG)

- Inventory Review.
- Export Benefit Review.

c) Technocon Services (Engineering Service Providing Company)

- Evaluation of Internal Control System (ICE).
- Preparation of SOP's / Manual (Stores, Purchases, Accounts, HR).

M/s Dhanuka Enterprises (Electrical Goods Trading Firm) (September 2007 - February 2013)

Designation: Manager

Responsibilities:

- Performing various functionalities relating to the business.
- Preparation & finalization of Accounts & Tax Statements.
- Preparation of Quarterly Sales Tax Returns.
- Client Handling related to Purchase & Sales.
- Scrutiny of books of accounts i.e. Cash Book, Bank Book, Journal
- Preparation of BRS.

