



KRUNAL RAMESHCHANDRA MEHTA

Financial Controller/ Accounts Manager/ Finance Manager

Contacts

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Nationality

PROFILE

Detail-oriented Internal Auditor with 14 Years' experience of effectively maintaining accurate account information for large- scale financial organization. Extensive knowledge of accounting software and processes, managing strict deadlines, schedules, and repetitive tasks. The experience includes Manufacturing, FMCG, Trading, EPC Industries.

EMPLOYMENT HISTORY:

Working as a Freelancer, Bharuch

Feb 2024 – till date

- Record the all transactions of Purchase, Sales, Inter Company, Receipt, Payment transactions which is taken place daily basis in to the accounting system.
- Reconcile the BRS, Debtors & Creditors ledgers on the monthly basis
- Conducting the stock audit on the monthly basis.
- Advice the client for the cost saving.
- Prepare the Reconciliation of GST, TDS and statutory tax payments.
- Monthly closure of books of accounts, Balance Sheet, Profit and Loss accounts and also on the yearly basis.
- Handling the external auditing and liaise with external auditors.
- Handling the external auditor and support them to finalize the books of accounts.
- Prepare working of Fixed Assets & charged the depreciation, posting entries for the same.

Accounts Manager & Internal Auditor, Premidis SARL, Goma, DR Congo

Aug 2022 – Dec 2023

- Record the all transactions of Purchase, Sales, Inter Company, Receipt, Payment transactions which is taken place daily basis in to the accounting system.
- Reconcile the BRS daily basis.
- Review & supervises P2P process and upload the payments after reconciliation of supplier's ledgers.
- Reconciliation of Debtors ledger and meeting with Sales Manager for collecting the funds from the market.
- Prepare cash flow statements and its projections on monthly and quarterly basis.
- Performed budget forecasts and consistently worked on cost reductions.
- Physical verification of Fixed Assets on quarterly basis and prepare Depreciation working notes on the monthly basis and enter the same in to Tally.
- Monthly closure of books of accounts, Balance Sheet, Profit and Loss accounts, prepare MIS reports and submitted to the Management on prescribed time line on Monthly, Quarterly, half yearly and yearly basis.
- Handling the external auditing and liaise with external auditors, conducting the Internal for the groups of the company as and when required.
- Prepare the costing sheet of the finished product after review all expenses and information and discussed with the management
- Review the financial trend analysis, opportunities, and potential risks.
- Help to Finance Manager for the monthly closure of other businesses like Mining, Construction and Trading of pharma products and prepare notes and submit to management after discussion with respective HOD.

- Superior written and verbal skill and reporting to MD to daily basis through email and whats app calling.
- Promote value and recommendations including efficiency and cost saving opportunities, review quotation comparison sheet, for which quotations invited from overseas and domestic supplier.
- Prepare scope of audits after understanding activity of business and conducting the Internal audit and checking sample selection basis.
- Daily reconciliation of Cash with tally system.

Accounts Associate, Sharp & Tannan Associates, Ahmedabad (Contractual Basis)

February 2020 – July 2022

- Working of client which is engaged in construction of LNG tank (Thai Rotary Engineering) and handling full sets of Accounts and Taxation work.
- Ledger reconciliation of customers & suppliers and GST2B reconciliation with books.
- Bank reconciliation at end of every day and resolve accounting discrepancies & Irregularities.
- Preparation of Monthly GST, Annual GST, TDS raw data and files returns and reconciliation.
- Review and prepare the financial statement on a monthly basis and also discussion with management.
- Track and monitor petty cash disbursement. Prepare Budgets and analysis of Budget V/S Actual expenses on the monthly basis and submit to management.
- Preparation of excel sheet as per WBS code and reporting the Financial Controller @ Thailand.
- Verification of Invoices and upload the payments on the DBS portal and paid to supplier.
- Handling Treasury work, bank facilities to open LC, Bank Guarantee, upload the payments on Bank portal.
- Monthly MIS reports as per excel format of Thai Rotary Engineering Co., Thailand.
- Prepare Cash forecast on basis of data provided by concern department.
- Monitor and assist to coordinate intercompany transactions and reconciliation.
- Handling the external and Internal audit.
- Prepare Cash flow statement.
- Coordinating with MD for discussion on MIS reports on the monthly basis.
- Tally implementation in the TREL India P Ltd.
- Review of P2P, O2C process and auditing based on the sample selection basis.

Accounts Manager, Cedar Decor Private Ltd, Ahemdabad (Contractual Basis)

November 2018 – December 2019

- Preparation of Credit Note and Debit Note in to Oracle.
- As a Branch Manager follow up with branch for timely entries in to Tally and auditing for the same with supporting Invoices and Petty cash voucher.
- Bank reconciliation at end of every month.
- Handling of petty Cash @ HO Ahmedabad.
- Preparation of GST and TDS raw data and shared with consultant.
- Monthly audit of branch Stock of TBD and B Grade.
- Handling audit and solving queries of auditor.
- Follow up with Sales Manager for timely collection of payments.
- Prepare MIS reports for Branches and present same in to Branch meeting to MD.
- Preparation Bank Stock Statement and submit to same to State Bank of India
- Reconciliation of Intercompany transactions.
- Assisting CFO to Prepare the MIS reports and Consolidated B/S & P&L A/C.

Senior Accountant, H K Concepts, Surat (Contractual Basis)

August 2017 to October 2018

- Preparation of Receipt and Payment Voucher and entered the same into Tally.
- Entered the purchase invoice (Import & Domestic) and sales invoice into Tally.
- Bank reconciliation at end of every month.
- Handling of petty Cash.
- Preparation of GST and TDS return.
- Stock taking of goods in warehouse.
- Follow up with Salesman for timely collection of outstanding payments.
- Finalizations of accounts with help of internal auditor
- Payment of Professional Taxes and Provident Fund.
- Preparation of Audit Documents.
- Monitoring of accounting of production, consumption, semi-finished & finished goods as well as verification of BOM.
- Physical verification & reconciliation of all Raw materials, Semi-Finished and Finished goods as well as consumable Items.

Accounts Executive, Harit General Trading FZE, Dubai

September 2012 to March 2016

- Preparation of Receipt and Payment Voucher and entered the same into Tally.
- Entered the purchase invoice and sales invoice into Tally.
- Bank reconciliation at end of every month.
- Handling of petty Cash.
- Involved into day-to-day Bank Transactions and reporting to Managing Director.
- Stock taking of goods in warehouse on monthly basis.
- Meeting with Relationship Managers for the increasing working capital requirement and negotiate with them for reduce borrowing interest rates.
- Opening of Letter of credit, Trust Receipt in favor of overseas supplier in country like India, Pakistan, Egypt.
- Discounting of Letter of Credit and PDC cheques.
- Make a debit Note / credit Note.
- Collection of cheques and cash from the customers.
- To completion of audit work with auditor.
- Finalization of books of accounts.
- Conducting Internal Audits of sister concerns of Hotel and FMGC business and other trading activities of company.

Team Member PSCM, Gulbrandsen Technologies India P. Ltd, Jhagadia

January 2011 to August 2012

- Send inquiry to suppliers according to Purchase requisition received from various departments.
- Preparation of Quotation Comparison sheet and negotiate with supplier.
- Finalization of Quotation comparison sheet with approval of Plant Manager.
- On the final approval issue Purchase order to supplier.
- Working on VAT returns and other accounting work like CN, DN, BRS, Petty Cash, B/S, and P&L in SAP.
- Handling Audit documentation and solving the query of an Auditor.
- Release the payment of supplier as per payment terms

Accounts & Stores Assistant, Zandu Chemicals Private Ltd, Ankleshwar (Contractual Basis)

June 2010 – December 2010

- Taking delivery of Raw Materials and Engineering goods on the basis of Purchase order.
- Preparation of stores issue voucher and entered the same into SAP.
- Taking the stock at the end of every month.
- Preparation of Good Receipt Note against material received.
- Accounting work like CN – DN, Petty Cash, BRS and reconciliation of Supplier & Customer ledger and Working on P&L and B/S.

Accounts Associate, PepsiCo India Holding P. Ltd, Jhagadia (Contractual Basis)

December 2009 – May 2010

- Preparation of Purchase requisition in SAP.
- Send inquiry to suppliers according to Purchase requisition received from various departments.
- Preparation of Quotation Comparison sheet and negotiate with supplier.
- Finalization of Quotation comparison sheet with approval of Plant Manager.
- On the final approval issue Purchase order to supplier.
- Follow up with supplier for pending material.

EDUCATION

SSC, Gujarat Secondary Education Board, Bharuch

June 1998- March 1999

HSC, Gujarat Secondary and Higher Education Board, Bharuch

June 2002 – March 2003

B. Com, Veer Narmad South Gujarat University, Bharuch

June 2003 – March 2006

M.B.A.(Finance), Jaipur National University, Jaipur

June 2015 – August 2017

SKILLS

Tally, SAP, Oracle, Microsoft Word, Excel.

Languages

English, Hindi, Gujarati

