



# NILESH I. SACHDEV

Accounts Professional

## PROFILE

Accomplished financial management and accounting professional with 9 years of demonstrated positive impact company growth. Proven skill in employing accounting and financial management best practices and team leadership. Committed to introducing changes to achieve continuous improvement and successfully influencing processes driving operational excellence. Expertise in financial statement preparation and analysis, operational management, forecasting and cost control.

## CONTACT

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9890106433 / 7020361794

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## HOBBIES

Photography  
Playing Cricket  
Playing Chess  
Reading

## ACADEMICS

### Rangubai Junnare English Medium High School

S.S.C (2008-09)

>University: Pune University.

> Grade.: Grade 'A'

### Bhikusa Yamasa Kshatriya College of Commerce

H.S.C (2010-11)

>University: Pune University.

> Grade.: Grade 'B'

### Bhikusa Yamasa Kshatriya College of Commerce

Bachelor of Commerce (2011-2014)

>University: Pune University.

> Grade.: Grade 'B'

## WORK EXPERIENCE

### Sunny Radio & T.V Centre (Accounts Manager)

(April 2012 – April 2017)

Details of work profile are attached herewith.

### Shree Nasik Panchavati Panjrapole (Accounts Head)

(May 2017 – Present)

Details of work profile are attached herewith.

## SKILLS

Financial Management	100%
Payroll Processing	90%
Staff Management	90%
Budget Management	75%
Documentation	100%
Account Reconciliation	100%
Managing correspondence	75%

## Work History

### Sunny Radio & T.V Centre

Accounts Manager (April 2012- April 2017)

- Recording and categorizing expenses, and preparing financial reports.
- Analyzing financial data so as to recommend ways to help the organization run proficiently.
- Taking care of tax returns and making sure they're paid in time
- Offering advice to the organization on how to reduce cost, improve their revenue, and boost profit.
- Finding and addressing any discrepancy in accounting.
- Performed general office duties and administrative tasks.
- Managed the internal and external functions.
- Working with external auditors.
- Preparing Weekly Scheduler for staff.
- Reviewed historical records, current operational data and forecasting information to identify and capitalize on system enhancement opportunities.

### Shree Nasik Panchavati Panjrapole

Accounts Head (May 2017 – Present)

- Managing journal entries, collection efforts, reconciliations and payroll processing.
- Educating accounting team on forecasting, financial statuses and financial strategies to assist in annual budget creation.
- Organization of budget documentation and keeping track of expenses to maintain tight business controls.
- Managing accounts precisely to control the excess liabilities by accurately managing tax statements, mailings, journal entries, payments and transfers.
- Initiation of comprehensive account assessments to check viability, stability and profitability of business operations.
- Investigations of daily variances and corrected errors to resolve discrepancies.
- Implementing budget and expense controls and financial policies by analyzing income and expenditures.
- Facilitated financial and operational audits, working with internal and external auditors to communicate recommendations or issues surrounding audits.
- Monitoring staff performance and working with staff to implement goals and objectives aligned with department goals.

## Accomplishments

- Tally Erp 9.0  
Score: 91 percent (A++)
- MHCET  
Score: 79 Percentile
- CMAI  
Score: 85 Percentile

## Languages Known

- English
- Hindi
- Marathi
- Sindhi

## References

References available upon request.