

**YOGESH A. PATHARWAT**  
1898 MHB Colony Nashik-12  
Maharashtra, India.

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## Qualification

**Bachelor & Master degree in Commerce, Company Secretary (Continue).**

## Experience Summary

### **5 Years Experience**

- **Accounts/Finance**
- **Internal Audit**

**Statutory Compliance**  
**Internal Control**

- Expertise in financial planning initiative in commercial operation, account & finance, auditing & taxation, MIS, etc.
- Expertise in designing and implementing system to achieve financial discipline and improve the overall efficiency of the organization.
- Strong analytical skill, good relationship management & negotiations skill in liaising with Banks, Various Regulatory Authorities & Other Financial Institutions.

## **EMPLOYMENT DETAILS**

1. **GODREJ TYSON FOODS LTD.**  
(Godrej Group)  
As an Account's Officer

*March '2017 to Present*

### **Responsibilities**

- Set monthly overhead – Fixed & Variable.
- SAP working - General Ledger Accounting, Accounts Payable & Receivable, Bank Accounting
- Monthly budgeting & review budget.
- Bank reconciliation,
- Statutory compliance – Income Tax,
- Conduct internal audit and prepare internal audit Report.
- Petty Cash working.
- Travelling budget and accounting and reporting, etc.

2. **ENVAIR ELECTRODYNE LTD.**  
(Formally Known as Kirloskar Electrodyne Ltd.)  
Listed in BSE  
As an Account's Officer

*January '2016 to March '2017*

### **Responsibilities**

- Handling Income Tax Assessment Orders, Scrutiny, etc.
- Handling Sales Tax Assessment Orders, etc.
- Handling Excise Scrutiny.etc
- SAP working - General Ledger Accounting, Accounts Payable & Receivable, Bank Accounting, Fund Management, Budgeting & Monitoring, etc.
- Statutory Compliance – TDS, Service Tax, Vat, Excise.
- Filling all statutory returns, reports with the government agencies.
- Conduct Internal Audit and prepare Internal Audit Report.
- Direct & Indirect Tax Compliance.
- Banking – Bank Guarantees, Bank Reconciliation, Interest Calculation, etc.
- Compliance to Audit Queries.

- Co-ordination with Company Secretary for ROC related working.
- Prepare Monthly P&L Statement and Balance Sheet.
- Prepare Financial Statement- Unaudited/Audited – Quarterly/Yearly.
- Prepare Tour and Travel Statement.
- Prepare Budget and Its Analysis.
- Controlling on Sundry Debtors with Sales Team.
- Follow up with Store and Dispatch Department, Purchases Department.
- Bank Payment Disbursement – Monthly Salary, Statutory Payment, Expenses, etc
- Handling Petty Cash.
- Reporting to HOD and BOD.
- Maintain all registered, Books of A/c's & Administrative Files.
- Maintain company filing Storage & Security of all transaction documents.

3. **SAHADEV SALES CORPORATION.**  
(Distributors of Titan Company Ltd.)

*December'2011 to May'2015*

*As a Senior Accountant and Management Team Member.*

**Responsibilities:**

- Accounting.
- Taxation & reports.
- Bank reconciliation, posting and balancing.
- Reports on debtors and creditors.
- Monthly management account preparation.
- Maintain inventories report, verify store ledger & bin card.
- Prepares payments by verifying documentation and requesting disbursements.
- Monitored & recorded company expenses,
- Financial report, audit, audit preparation & co-ordinate the audit process.
- Maintain all registered, Books of A/c's & Administrative Files.
- Improve the operational systems, processes and policies of the organization.
- Play a significant role in long-term planning.
- Oversee monthly and quarterly assessments and forecasts of organization's financial performance against budget.
- Contribute to short and long-term organizational planning and strategy as a member of the management team, etc.

4. **CA Firm (MALPATHAK & MALPATHAK CO.)**  
*As a Trainee.*

*February'2009 to November'2011*

**Responsibilities:**

- Accounting, Firm Audit, Company Audit, Bank Audit,
- Bank reconciliation, posting and balancing
- Income Tax, VAT, Service Tax.
- Audit Reports, etc.

## **EDUCATION**

- Company Secretary (CS) Professional Course Carrying on from Institute of Company Secretaries of India.
- M.com Passed from Pune University with 57% {Higher 2<sup>nd</sup> Class Grade} in Feb 2015.
- B.com Passed from Pune University with 61% {1<sup>st</sup> Class Grade} in June 2012.
- H.S.C. Passed from Pune University with 59.17% {Higher 2<sup>nd</sup> Class Grade} in May 2008.
- S.S.C. Passed from Pune University with 46% {2<sup>nd</sup> Class Grade} in June 2006.

## **IT SKILL**

- Expert in Microsoft PowerPoint, Word.
- Good knowledge of MS Excel
- Working in SAP Module FICO & MM, Software Packages.
- MS-CIT, TallyERP9.
- Internet Surfing,
- Typing with 30W.P.M. in English from Govt.

## **SKILL**

Accounting, Corporate Finance, Reporting Skills, Attention to Detail, Deadline-Oriented, Reporting Research Results, Confidentiality, Time Management, Data Entry Management, General Math Skills.

## **PERSONAL DETAILS**

Date of Birth : 1st June 1991  
Marital Status : Married  
Nationality : Indian  
Languages Known : English, Hindi, Marathi,

## **PERSONAL STRENGTHS**

Hard Working, Responsible, Initiative, Punctual, Open Minded, Quick Learner, Creative, Efficient, Supportive, Co-Operative & Pleasing Personality,

## **HOBBIES**

Travelling, Playing Cricket, Reading News Paper, Listening Music, etc.

## **DECLARATION**

I hope that the above said details will suffice your need for the required position in your concern; the details produced are all true and precise to my knowledge.

**Date**     /   /

Sincerely Yours

**Place** : Nashik, (Maharashtra, India)

Yogesh A Patharwat