

**VIJAY PRABHAKAR SHINDE**

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**Resident Address:** 302, Jyoti Palace, Plot No. 508, Nr.  
Suryodaya Hall, Ambarnath (E) 421 501.

## ➤ **CAREER OBJECTIVE**

To work in a dynamic environment that provides me with a wide spectrum of experience and exposure to excel as professional through integration of my knowledge, skill sets and continuous learning from new experiences and putting them to better use and creating a new benchmark.

## ➤ **PROFILE**

### **More than 16 Year experience Finance & Accounts department**

“Corporate Banking, Working Capital Management, Trade Finance Operation, Forex, Export / Import Finance and related Documents, Efficient utilization of Funds to minimize Finance Cost, Checking and Recovery of excess Bank charges & Interest Cost CC/WCDL, Statutory Audit & Internal Audit, Banking & FEMA Compliances, EDPMS & IDMPS, RBI Caution list.

Any kind of online INR Payment / Smooth use of Online Corporate Banking, FCY Currency payment A1 & A2, Liaison with Bank & outside agencies, Cash Flow, Cash Management, Fund Management & Analysis, Reconciliation of Bank / Vendor, MIS Reports & Analysis, ICD Discounting.”

Ability to do multi-task and coordinate various activities under high pressure and time constraints.

## ➤ **PROFESSIONAL EXPERIENCE**

### **RESPONSIBILITIES HANDLED IN FINANCE FUNCTION**

- Managing Working Capital Facility & Cash Flow statement Preparation.
- Managing Daily fund Position & Bank reporting.
- Cash management with weekly cash flow preparation & control
- Documentation for Pre & Post Shipments as per requirement.
- Documentation & MIS for PCRE / PCFC / Export Bill Discounting / Bill Lodgment.
- Checking Interest Cost in CC/ WCDL.
- Maintain MIS for Receivable & Payable & Collection as per due date wise.
- Tracking of Inward receipt of Export & its Disposal with proper Purpose code till its closure bankrecord. Arrangement of E-BRCs & Closure of E-FIRCs.
- Closely Monitor RBI Caution List & EDPMS.
- Vendor / Supplier Financing.
- Creation of FD & Tracking.
- Booking of FX Rates & Hedging.
- Arrangement of GR Waiver / Certificate of NOV for re-Export Shipments.
- Payment of Commission against Export Shipment.
- Setting up system & procedure for end to end accounting for all transaction.
- Issuance of LCs & BG as per UCP 600 & Maintain MIS.
- Documentation for Bill Acceptances & Arrangement of import Document from Bank & Delivery Order / BRO & outward remittances A1/A2 & arrangement of 15 CA/CB.
- Booking of Rate for FCY transaction online CITIFX Plus Platform / In Bank Treasury Dept.
- Tracking of Actual Payment VS budgeted payment for the month.
- Liaison / Visit to Bank & Lenders & outside agencies & Internal Department.
- Assist in TDS return to Tax team member.
- Preparation of Monthly / Weekly MIS report to the Management & Ad-hoc Report.

- Strictly follow FEMA Compliance & Banking Covenants, RBI Compliance & Due diligence.
- Liaison with Statutory Auditor & Internal Auditor & Ensure there time lines for audit.
- Arrangement of Balance Confirmations for Qtrly Audit.
- Closely Assist to Assistant General Manager in preparation & submission of APR, DP Statement, FFR, Stock Statement, MTM Calculation, Bank Limits Position as per New RBI rules, Renewal of Working capital facility.

#### **USE OF ONLINE NET BANKING FACILITY.**

- For IDBI, CITI, DBS, SCB, HDFC, Kotak, HSBC, Deutsche Bank, ICICI Bank, Yes Banks.
- Handling Online Payments Function for organization.
- GST, PT, PF, ESIC, Custom Duty, TDS Payment, Payment of Grass, Mahakosh, ESBTR, Advance Tax, Salary Payment, Full & Final payment to the Employee, Plant Electricity, Reimbursement of Employees.
- Cash Management, Transfer of Funds RTGS/ NEFT, Vendor Payments, Credit Card payment for Management & reimbursement of Expenses.
- Addition & Deletion of Authorized Signatories & Online Logins as per BR.

#### **RESPONSIBILITIES HANDLED IN ACCOUNTING.**

- Hands on Experience of SAP viz. GIT & MIRO, Debit Notes, Credit Notes, Freight Inwards/Outwards Invoice Booking, Bank Payments / Charges / Collection entries, Adjustment Entries, Monthly Current Account Closing. Booking of Foreign Interest & TDS & Prepare Data for TDS Return. Scrutiny & Rectification of GL Accounts & Cost Centers. Preparation Audit Data for finalize the Accounts & audit schedule. Handling Stock takes activity & Preparing Variance Report.

#### **RESPONSIBILITIES HANDLED IN TAXATION AS AN ASSISTANT.**

- Issue and Collection of Statutory Forms i.e. C-Form, H form, F Form, E-1 Form.
- Preparation of working for Payment & Return of VAT & CST & Service Tax.
- Maintain Fixed Assets register & Maintain Statement of Input Credit Available.
- Preparation of Data for Returns & Audit.
- E-Payment of TDS & Service Tax & Issue of TDS Certificate & Preparation of Debit Note.
- Preparing MIS reports viz. Contingent Liability related with Outstanding C Forms.

#### **➤ COMPANIES – WORKED WITH**

- 1. Primetals Technologies India Pvt. Ltd. (May 2022 to Till Date)**  
A joint venture of Mitsubishi Heavy Industries and partners.  
Designation: AGM – Corporate Finance
- 2. Hikal Limited – Corporate Department (Aug 2015 till March 2022)**  
Designation: Dy. Manager – Corporate Finance
- 3. Crompton Greaves Limited – Transformer Division (May 2012 till Aug 2015)**  
Designation: Finance Executive – Treasury.
- 4. EMCO LTD – Corporate Finance Division (July 2010 to May 2012)**  
Designation: Executive Finance.
- 5. Essar Projects (India) Ltd. (Jan 2009 to July 2010)**  
Designation: Finance Executive
- 6. Endress Hauser India Pvt. Ltd. (June 2007 to 2008)**  
Designation: Taxation Assistant

➤ **EDUCATIONAL QUALIFICATION:**

<b>Sr. No.</b>	<b>Examination</b>	<b>Class</b>	<b>Passing Year</b>
1	PGDBA – Finance (Welingkar Institute)	1 <sup>st</sup> Class	2012
2	DFM – Finance (Welingkar Institute)	1 <sup>st</sup> Class	2009
3	B.Com (A&F) (Mumbai University)	1 <sup>st</sup> Class	2007
4	H.S.C. (Mumbai University)	2 <sup>nd</sup> Class	2004
5	S.S.C. (Mumbai University)	2 <sup>nd</sup> Class	2002

➤ **ADDITIONAL COURSES / CERTIFICATE / SOFTWARE KNOWLEDGE**

- Oracle, SAP - FICO End user, Tally ERP, MS-CIT, LOTUS, MS Office, EXNG, ACE, QFA.
- Coupa Treasury Software.
- **ICA Industrial Computer Accountant** from ICA Institute with B Grade (**Passing year 2008**)
- Seminar "**Fundamental of Trade and Forex**" by ICICI Bank, Mumbai 6th September 2011.
- Online Banking Platforms. CITI Bank, HSBC, SCB, ICICI, Yes Bank, HDFC Bank, DBS, DB Bank, Kotak, IDBI.

➤ **PERSONAL DETAILS**

- Date of Birth : 28th August 1986
- Gender : Male
- Address : 302, Jyoti Palace, Plot No. 508, Nr. Suryodaya Hall, Sai Section, Ambernath  
421 501
- Languages Known : English, Hindi, and Marathi.
- Marital Status : Married

**Date:.....**

**Vijay Shinde**