

RESUME

Mr. Nitin Prakash Khade
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Educational Qualification	B. Com from Mumbai University in 1995 Passed M.B.A, from Madurai Kamraj University, in Dec-2010
Working Experience	25 Years +
Computer Knowledge	Tally – Accounting Package,4.5,6.3,7.2.9.0 MS Office, Excel, Words, Internet, Messenger.
Job Responsibility	<u>DAS Offshore Engg. Pvt. Ltd,</u> <u>Marvel Touch Aluminium Pvt. Ltd,</u> <u>Sonalee Architectural Systems Pvt. Ltd,</u> <u>SBW Logistics Pvt. Ltd.</u> <u>Blue Star Security and Facility Services.</u> <u>HSM Ship Management Pte Ltd.</u> <u>Ornella Enterprises Pvt. Ltd</u> Accounts Receivable. - India and Singapore. Accounts Payable. - India and Singapore. Credit Controller. India and Singapore. Sales Tax. Service Tax. GST. Office Administration. Reporting to Director –Finance. Handling the department of A/c and Finance Independently- India and Singapore. Finalizations of Accounts - India & Singapore. Filing the Returns of Income Tax, e TDS, Sales Tax, MVAT, Service Tax & FBT. Attending Tax Assessment Income Tax, Sales Tax.
Working Knowledge - Account Receivable	Managing team in Accounts Receivable department. -India and Singapore Customer Contract / Purchase Order verification, opinion and approval. Invoice Verification. Invoicing for manufacturing industry. Invoicing for service sector industry. Debit / Credit Notes. Inter company invoicing. Intercompany reconciliation of accounts. India and Singapore Accurate calculation of all taxes for invoicing. Maintain debtor's credit limits. Debtors account scrutiny / analysis. General Ledger scrutiny / analysis. Bad Debt Working. MIS Reporting on Account Receivable to Management. Balance Confirmation letters. Monthly / Annual closing related jobs.
Working Knowledge - Accounts Payable	Vendor Contract / Purchase Order verification, opinion and approval. Purchase invoice analysis / verification and approval. Payment verification and approval. Timely payments to creditors. Cash Payments for salary and vendors. Debit Notes / Credit Notes. Planning for payments to Creditors. Purchase quantity reconciliation. MIS Reporting on Account Payables to Management. Inter Company reconciliation of accounts and payments. Balance Confirmation letters. Monthly closing related jobs. Statutory payments before due date.

	Direct salary / reimbursement payments to employees to salary accounts.
Working Knowledge - Finance	Co-ordination with bankers. Maintaining Book Debts, Cash Credit. Maintaining overdraft facility limits of loan accounts. Daily monitoring deposits and payments. Interest rate analysis between financial institutions. Interest rate negotiation with financial institutions. Bank Guarantees. Letter of Credit MIS Reporting to management. Bank Reconciliation.
Credit Control	Follow up for collection with sales team and customers. Target setting for sales team for collection. Maintaining debtors credit limit. Periodic meeting with sales and customer to review the collection. Regular visit to key customer to build up good relation and interaction. Customer account reconciliation. Resolving customer disputes for not paying the outstanding.
Audit & Finalization	Internal auditing. - India and Singapore. Tax audit. -- India and Singapore. Periodic audits with external auditors. - India and Singapore. Co-ordination with auditors. - - India and Singapore. Preparation of various statements / schedules for audit purpose-- India and Singapore. Handling auditor's query-- India and Singapore. Accounts scrutiny and analysis. - India and Singapore. Finalization of accounts. - - India and Singapore.
Indirect Taxes - Sales Tax / VAT / WCT/GST	Application for new registration under GST / VAT / WCT / Sales Tax regime. Handling Sales Tax from monthly return to assessment. Monthly Return & Payment. Annual Return & filing. VAT input tax credit working. Sales Tax Setoff working. Calculation of tax liability. VAT Audit. GST Returns & Filling. Updating the management & sales person with the statutory changes. Assessment Documentation. Appearances before Commissioner, STO for assessment and other issues. Assessment order accounting. Replies to notices issued by Sales Tax Department. Coordination with consultants. - India and Singapore Providing guidance to Marketing / Sales department at bidding stage. On tax implications. Guidance to Sales / Purchase department- - India and Singapore General Ledger Reconciliation. - - India and Singapore Follow-up for tax declaration form from debtors. Tax audit statements.
Indirect Taxes – Professional Tax	Monthly Return. Annual Return. Assessment Documentation. Assessments order accounting. Appearances before Commissioner, STO for assessment and other issues. Co ordination with tax consultants. Replies to Professional tax authorities' queries. General Ledger Reconciliation. Tax audit statements.
Indirect Taxes – Service Tax / GST	Application for new Service Tax Registration. Monthly return & Payment. Half Yearly Return. Calculation of Service Tax on Collection / Invoicing basis. Input Tax Credit working. Service Tax Assessment. Assessment order accounting. General Ledger Reconciliation.

	Replies to notices issued by Service Tax Departments. Providing guidance to Marketing / Sales department at bidding stage- On tax implications. Guidance to Sales / Purchase department. Co ordination with consultants. Appearances before Service Tax authorities. Tax audit statements.
Direct Tax - Income Tax	Analysis of applicability of deduction of TDS on all transactions. Computation of monthly TDS liability on all services i.e. Contract, Prof Fees Monthly TDS payments. Issue of TDS certificate to Vendors, Creditors Follow up for collection of pending TDS certificate receivable. Accounting of TDS certificate. Co ordination with tax consultants. Replies to Income Tax department queries.
Payroll	Attendance record. -- India and Singapore. Leave record. Payroll updating in system. - India and Singapore Calculation of salary of employees-- India and Singapore Calculation of statutory deduction from salary i.e. PT, ESIC.P.F. Calculation of Bonus-- India and Singapore. Generation of salary statement-- India and Singapore. Cash / Cheque / Direct Salary Account payments. Salary Accounting. - India and Singapore. Monthly Salary income tax deducted payment. Maintaining employees loan account. Payment to labours suppliers-- India and Singapore. Replies to ESIC, Professional Tax Authority. Co-ordination with employees for payroll related queries-- India and Singapore Drafting new employees offer, appointment, confirmation letters. Drafting Circulars related to HR-- India and Singapore. Calculation offshore worker wages as per contract.
Knowledge of Singapore Accounts	Handling of Singapore Accounts up to finalization.
Present & Ex-employer	<p>Working in M/s Ornella Enterprises Pvt. Ltd , in Mumbai as General Manager -Finance & Accounts since June -2020 to till date</p> <p>Worked with M/s HSM Ship Management Pte Ltd , Singapore base company in Navi Mumbai as Corporate Accounts Manager / Finance since March -2019 to May-2020.</p> <p>Worked with M/s Blue Star Security and Facility Services, in Uran as DGM Accounts / Finance since Nov -2018 to March-19.</p> <p>Worked with M/s SBW Logistics Pvt Ltd, in Navi Mumbai as Manager Accounts since June -2018 to Oct-2018.</p> <p>Worked with M/s DAS Offshore Engg. Pvt. Ltd, .in Navi Mumbai as Manager Accounts since Sep, 2014to May-2018.</p> <p>Worked with M/s.Sonalee Architectural Systems Pvt Ltd, .in Navi Mumbai as Manager Accounts since Sep, 2010 to June-2014</p> <p>Worked with M/s. Marvel Touch Aluminium Pvt. Ltd, in Navi Mumbai as Manager Accounts Dec-2004 to Aug - 2010.</p> <p>Worked with M/s DAS Offshore Engg. Pvt. Ltd, in Navi Mumbai as Accountant since July-1995 to Aug.-2004.</p>
Date of Birth	12 th June, 1972
Gender	Male
Language	Marathi, Hindi & English.
Marital Status	Married

Hobbies	Listening Music, Reading Books, Regular vision to News.
Present Salary	CTC – INR 12.00 Lac per annum

WORK EXPERIENCE

Working in field of Accounts & Finance since 1995 and have experience of working various Companies & Proprietorship Firm as either employee or Professional Consultant to them. My objective is to work with an organization where in my work experience would be utilized as well as enhanced with new activities falling on my work list.

(NITIN P. KHADE)