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Objective: To grow with a dynamic and progressive organization which offers ample career growth and diversified exposure, to excel in my career by achieving the company's objective. Self-motivated, focused, hardworking with great work ethic. A highly competent, motivated and enthusiastic individual seeking a challenging & inspiring career in Accounting/Finance in a promising environment that provides proper ambience at work and be a part of a team that strives to make a difference in the organization.

Professional Summary:

Having almost 33 years of experience in Accounting / Banking operations (which includes almost 13 years of Accounting / finance experience in Bahrain) able to work independently, full process of Accounts. Well organized and proactive in providing timely, efficient and accurate info to higher management. Approachable, well presented and able to establish good relationships with colleagues & customers. Possessing, a proven ability to generate innovative ideas and solutions to problems.

Technical Proficiency:

Well-versed in working on Applications of Windows, MS-Office- Excel & word, Internet and Any other teller made Accounting software like eQual, Tally 6.3, Tally9 ERP, Property Management software, etc.

Professional Skills:

- Good inter personal communication skills.
- Leadership qualities.
- Team Player.
- Adaptable to changes.
- Likes to take up challenging work.
- Relationship building, creative & problem solving
- Negotiation skill and time management.
- Ability to work under pressure.

Major Roll/Duties Performed:

- Direct, oversee and manage all accounting, book-keeping and financial roles that contribute to the effective operations and administration.
- Maintaining the suppliers and receivables ledgers with timely follow-ups on receivable
- Compilation of budgets & cash-flow forecast.
- Management report on monthly and ad hoc basis.
- Maintaining contacts with all functional Manager, liaises with other team members and supervises other staff.
- Arrange annually an external audit agency to facilitate delivery of Annual report in timely and professional manner. Liaise with auditors & provide financial reports.
- Ensure compliance with statutory accounting standards (IFRS) and audit practices.
- Liaised with Bankers, Insurance companies regarding financial transactions.
- Review service cost and service quality, recommending more efficient and cost effective ways to handle suppliers and credit accounts.

- Monitors expenditures and resources to ensure spending is within allotments or make appropriate modifications.
- Complies with administrative controls over funds, contracts and procurements to preclude fraud or mismanagement of resources.
- Monitoring and verifying ongoing cost effectiveness.
- Oversee the collections, deposits and reconciliation of bank funds and accounts.

Qualifications:

Degree and Date	Institute	Major and Specialization
Bachelor of Commerce April 1987	Mumbai University	Financial Accounting & Auditing

Professional Experience:

Pegasus Realty WLL, a Dadabhai Group co.-Bahrain (May 2014 to present)

Designation: Finance Controller

Job Responsibility:

- Direct reporting to the Managing Director.
- Overall supervision of day to day Accounts on ERP9 based Tally accounting base module.
- Finalization of accounts & preparation of financial reports.
- Preparation of monthly M I S & Cash Flow.
- Submitting the RERA inputs on Quarterly basis.
- Monitoring the monthly performance of the sales agents and reporting to the Director.
- Monitoring the bank transactions and liquidity of funds.
- Supervising the proper control of the rental received and allocation to the respective owners account and paying back to them on timely basis by considering their expenses done on their Apartments.
- Supervision and monitoring of the Property Management software to make sure the timely information to be available to the management and other sales staff.
- Dealing with Banks on various Banking financial matter regarding loan approval for the prospective Apartment buyers, auto loans, increase in the OD facility.
- Performs professional accounting work, examines, analyzes and verifies fiscal records.
- Scrutinize, examines and verifies ledger balances.
- Payroll preparation and salary payments.
- In house Office Administration with Petty cash controls.

Piling Construction Company -Bahrain (May2007 to May 2014)

Designation: Senior Accountant

Job Responsibility:

- Supervision and Maintenance of day to day Accounts & Finalization of Accounts & preparation of financial reports., liaison with Statutory Auditors.
- Direct reporting to the General Manager & Chairman.
- Preparation of Monthly M I S, Cash flow.
- Payment of Salary to the staff.

- In house Office Administration & Petty cash handling & dealing with various financial matter to follow up with Head office.
- Regular follow-ups of Debtors and keep management informed about any issues.
- Payment to the suppliers as per due dates schedules vis-à-vis cash flow.
- Preparation of Project costing vis a vis budgeted costing of each project job.
- Dealing with Banks on various Banking financial matter regarding discounting of Cheques, Bank Guarantee, LC, etc.
- Preparation of liquidity position of the bank and ensure transactions in the bank.
- Performs professional accounting work, examines, analyzes and verifies fiscal records.
- Scrutinize, examines and verifies ledger balances.

Major Achievements: Succeeded in getting the Banking facility for the Piling construction company for BD.780,000/- all together including OD, BG & LC limit with the help of HO counter guarantee.

MARPOL PVT. LTD., Mumbai, INDIA (Oct 2006 to April 2007)

Branch office at Mumbai, INDIA having Rs. 200 million of Turnover in Mfg. of Powder Paint.

Designation: Dy. Manager-Accounts

Job Responsibility:

- Overall supervision and Maintenance of Branch day to day Accounts on Semi-ERP based Tally accounting base module.
- Direct reporting to the Finance Director.
- Monitoring variance on monthly basis against budgets and forecasts and reporting the results to the management regarding the Branch.
- Preparation of monthly M I S, Cash Flow.
- Submitting various Returns under the provisions of Income Tax Act.
- Liaison with Govt. Authorities.
- In house Office Administration & Petty cash handling.
- Supports the H.O. HR department in payroll.
- Monitoring the DEPO Operations by auditing the reports on monthly basis.
- Monitoring the bank transactions and liquidity of funds.
- Maintaining the Debtors ledger and timely reconciliation of the same.

West Coast Port Equipment Services Pvt. Ltd., INDIA (May 2005 to Sept 2006)

Designation: Manager-Accounts

Job Responsibility:

- Maintenance of day to day Accounts & Finalization of accounts.
- Preparation of monthly M I S, Cash Flow.
- Payment of Statutory requirements viz. TDS contractors, Sal. Income Tax and filing of Qtly. & yearly returns, Payment of P. F. & P. Tax.
- Payment of Salary to the staff.
- Liaison with Statutory Auditors and Govt. Authorities.
- Overall supervision on stores and spares.
- Regular follow-ups of Debtors.
- Payment to the creditors as per due dates in relation to the cash flow.
- Monitoring variance on monthly basis against budgets and forecasts and reporting the results to the management.

MARPOL PVT. LTD, INDIA (March 1999 to April 2005)**Designation: Asst. Manager-Accounts****Job Responsibility:**

- Overall supervision and Maintenance of Branch day to day Accounts & bank reconciliation.
- Monitoring variance on monthly basis against budgets and forecasts and reporting the results to the management regarding the Branch.
- Preparation of monthly M I S, Cash Flow.
- Submitting various Returns under the provisions of Income Tax Act.
- Liaison with Govt. Authorities.
- In house Office Administration & Petty cash handling.
- To co-ordinate with Accounts Payable, Receivable & overall general accounting.
- Supports the HR department in payroll.
- Ensures timely collections of the receivables from various dealers as per schedules.
- Monitoring various monthly govt. authority payments by maintaining the funds in bank accounts.

INNOTECH PHARMA LTD, INDIA (April 1996 to Jan 1999)

Company for manufacture of TMP., promoted by IPCA LABORATORIES LTD., India

Designation: Sr. Officer -Accounts**Job Responsibility:**

- Supervision and maintenance of day to day Accounts & bank reconciliation.
- Finalization of Accounts by liaise with Internal & external auditors.
- Preparation of various reports for project finance. Compilation of site reports to ensure the smooth functioning of the project resources.
- Preparation of reports for Sales Tax Assessment.
- Statutory payment viz. TDS contractors, Proff. Fees, Sal. I/ Tax and filing of Returns.
- Overall supervision on stores and spares.
- To co-ordinate with Accounts Payable , Receivable & overall general accounting.
- Payment to suppliers and other financials by monitoring the funds.

APTE AMALGAMATIONS LTD, INDIA (July 1988 to March 1996)

in their Fine Chemicals Div. with a Rs. 670 million turnover company for manufacturer of SMX

Designation: Accounts -Executive**Job Responsibility:**

- Maintaining of day to day Accounts and bank reconciliation.
- Assist in preparation of financial reports.
- Maintenance of Debtors and Creditors ledgers.
- Liaison with Internal & Statutory Auditors.
- Opening of Inland L/C and bill discounting
- Capitalization of fixed Assets.
- Fulfilling the requirements for Sales Tax Assessment.
- Supports the HR department in payroll.

KARMARKAR & CO, INDIA (July 1987 to June 1988)**Designation: Accounts Assistant****Job Responsibility:**

- Assisting in the Audit work of various Co's.
- Handling of Petty Cash.
- Preparation of Bank Reco.
- In house Office Administration. Supports the HR department in payroll

Personal Details:

Name	Sanjay Tukaram Parab
Date of Birth	16-04-1967
Language Known	English , Marathi , Hindi
Marital Status	Married
Passport & Status	Valid , Issued in Bahrain on 15-10-2018
Nationality	Indian
Contact Number (Mobile)	+973 36331022
Driving License	Valid Bahraini driving license for last 10 years
Permanent Address	Mumbai, Thane (W), India.
Present Address	Manama, Kingdom of Bahrain.

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