SNEHAL MANDAR MONE

Ram Nilay Society, Flat.No.6, 1592, Sadashiv Peth , Pune-4110030, Maharashtra, India

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SKILLS AND EXPERIENCE

Functional

•11+ years of experience in the manufacturing industry .

• Solid background in Book keeping, Accountancy, Audits & Assessements, Finance.

•Internal Audits & control.

•Good Knowledge of Costing methods & Techniques.

Management

• Responsible for mentoring the Bill Checking process.

• Handling parallel financial Year and Calendar Year audits and preparation of both Financials.

• Responsible for activity of Statutory Dues & Payments like Government related dues (Income Tax, Goods & Service tax),Employees related Dues(Provident Fund, Professional Tax and ESI)

• Responsible for **MIS Report generation** like Cash flow, Fund Flow and Budgeting (Monthly, Quarterly and Annual Company Financial budgets).

• Independently handling **Income tax Assessment** and Mentoring VAT assessments

• Responsible for **Inventory management** which is link with finance in that evaluating the budget v/s actual cost and then analysed the variances.

• Handling total 7-8 associates and responsible for mentoring their daily activities, Individual assessment and the ratings, promotions etc.

EMPLOYMENT HISTORY

Employer Name –HRS Process Systems Limited (23rd Feb 2009 to till date)

Promotions /Recommendations during this period :-

Officer Accounts to Senior Officer Accounts (23rd Feb 2009 to 01.04.2010)

Sr.Officer Accounts to Executive Accounts (01.04.2010 to 01.04.2011)

Executive Accounts to Sr.Executive Accounts (01.04.2011 to 01.04.2012)

Se.Executive Accounts to Asst.Manager Accounts (01.04.2012 to 01.04.2015)

Asst.Manager Accounts to Dy.Manager Accounts (01.04.2015 to till date)

EDUCATION HISTORY (Educational Credential Assessment by IQAS Canada)

Qualification	Board/University/Institute	Year of Passing	Percentage/Marks
M.B.S (Master of Business Studies)	Pune University	2010-2011	First Class
M.Com	Pune University	2006-2007	61% First Class
B.Com	Pune University	2004-2005	71.66%
H.S.C.	Maharashtra	2001-2002	78.50 %
S.S.C.	Maharashtra	1999-2000	79.20 %

Computer Skills, Accounting Software:-

- **Tally 9 ERP**- Indian Accounting software for small and medium level professionals, companies.
- **ERP**- more than 6 years of hand on experience.
- **SAP**- Theory knowledge
- **Quick books** – Fair idea of day to day working and reports. No experience as not used in India.