**VIPUL KOTHARI**

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**Expert Business Analyst & Finances**

Versatile, result driven professional with 30+ years of comprehensive experience developing exceptional relationship with senior leadership to provide sustainable business solutions. Superb team leadership abilities and personnel management skills with expertise in finance up to finalization of Balance sheet .Proven problem solving and analytical thinking skills, a fast-learning curve, and ability to adapt to evolving industry trends. A dedicated professional with the drive and skill-set to excel in a fast-paced leadership role enhancing a company’s ability to capture profitable markets.

**CORE COMPETENCIES**

Finance Analysis , Business Analysis, Relationship Management, Team Leadership, Solution Advice, Resource Management, Training, Data Processing, Communication, Budget Administration, Contract Negotiations, Government Compliance, Vendor Management,

EXPERIENCES AND ACHIVEMENTS

Zest Facility Services Pvt Ltd 2014 – Current

**Finance Manager**

* Responsible in a strategic role in the overall financial field.
* Good relationship management & negotiation skills in liaising with Banks, other financial institutions and various regulatory authorities. Liaison with auditors and Government officials.
* Determining financial objectives. Designing & implementing systems, policies & procedures to facilitate internal financial control. Preparing Annual Budget and forecasting trends.
* Developing reports for top management summarizing the business financial position in areas of income, expenses, capital usage and cash flows, and coordinate the preparation of strategic plans, budgets and financial forecast. Develop financial and tax strategies. Implement effective internal controls.
* Effective Cash Flow Management
* Coordinating the preparation, maintenance and filing of projected P&L Account and Balance Sheet as required by IT department, bank authorities and other financial institutions, and generating bank finance.
* Getting control accounts reconciled and sorting out the discrepancies
* Administrative management of the company.
* Direct responsibility for accounting, finance, forecasting, strategic planning, job costing, legal, property management, deal analysis and negotiations.
* Ensure credibility of Finance by providing timely and accurate budget analysis, financial trends and forecasts and advise executive management on the financial implications of business activities.
* Take hands-on lead position of developing, implementing and maintaining a comprehensive job cost system.
* Formulate the business's future direction and supporting tactical initiatives and
* Provide recommendations to strategically enhance financial performance and business opportunities.
* Tax Compliance, Cash Flow Management, Accounts Receivable, Modelling Business Valuation and Ensure continued equity value growth.
* Ensure efficient capital expenditures and minimize taxes and procure IT REFUNDs.

NUMBER 1 PROPERTY CARE MANAGERS: 2007 - 2013

 **General Manager – Finance**

* Expertise in designing and implementing systems to achieve financial discipline and improve the overall efficiency of the organization. Proven ability and proficiency in implementing, analyzing, and managing new accounting procedures and systems; adept at systems integration.
* Strong analytical skill. Responsible for preparing financial and management reports, Handling of tax matters and audits. Ensured compliances with company’s accounting policies and financial reporting standards
* Highly competent in fulfilling task of statutory reporting and tax related duties
* Adopts an effective proactive and flexible leadership style, which is useful in meeting strict deadlines and motivating a team under extreme pressure.
* Outstanding talent and ability to develop and update accounting, finance, and management procedures and policies along with utilizing a highly organized, self-motivated, and proactive approach to work
* Perform a variety of advanced financial analyses to determine present and forecasted financial health of the company.
* Present potential scenarios and outcomes to management team.
* Manage the preparation of departmental and organization financial documents.
* Collaborate with management on development and execution of funding strategies.
* Examine financial and legal documents to verify accuracy and adherence to financial regulations and acceptable financial principles’
* Develop or recommend solutions for problems or situations.
* Prepare monthly MIS for outstanding payments and follow up towards Recovery of outstanding’s.
* Coordinate for Internal and External Audits. Hired and trained staff for finance department

**Office Administration:**

* Monitor the office administration in terms of housekeeping, security, general upkeep, etc.
* Liaison with various government authorities viz. PF, ESIC, Service-tax, Police
* Insurance - Group Personal Accident Insurance Policy
* Vendor management (coordinate for various requirements, get quotations, negotiations, procurement, effective AMCs)
* Maintain up-to-date records of all assets of the company
* Timely process all site related invoices, utility invoices
* Formulate and periodically review admin policies and Provide leadership and guidance to the team
* Implement continuous cost control measures to increase continuous profits of the organization

KRYSTAL TRADE COM PVT. LTD.  **2005 - 2007**

**Country Head**

* Prepare annual sales budgets , Achieve sales targets, sales discussions and negotiations and effectively closing business deals
* Submissions of tenders
* Involved in Develop and implemented Operations strategies, reports and stock maintaining.
* Recruiting, training, and retaining efficient staff.
* Identify various equipment requirements, invite quotations, detailed analysis of the equipment’s, rate negotiations, product finalization, and finalize AMC terms and conditions.
* Identify various related out-sourcing service providers.
* Maintained up-to-date database of technical equipment providers in the industry.
* Documented and implemented policies and processes for the ISO 9001: 2000.
* Maintained records as per the ISO 9001:2000 requirements.
* Developed and implemented invoicing system for all clients.
* Maintain up-to-date records of all invoices, collections, outstanding’s, etc.
* Prepared monthly MIS, and developed and implemented effective cost control.

**ACHIVEMENTS:**

* BMC contract for Facility Management of their Five Check-posts all over Mumbai.
* Façade cleaning for Chhatrapati Shivaji Airports, Mumbai (both - Domestic as well as International)

A.L.L. Services Under 1-Roof (India) Pvt. Ltd. **2002 – 2004**

**Manager - Business Development & Finance**

Initially, I was involved in the Finance and Accounts activities of the organization. During my tenure in this department, following were my major contributions:

* Implemented salary payment thru ECS for all employees
* Detailed analysis of the Service Tax liabilities
* Developed and implemented Housekeeping Stock for all sites
* Developed and implemented new Invoicing system
* Implemented effective outstanding recovery system
* Successfully translated corporate goals into business realities.
* Prepared the Annual Sales target and successful achievements of the same
* Effective involvement in business quotations and negotiations
* Effective planning and implementation of Operations by detailed analysis of the market trend, identified potential customers and ensured conversion into business deals / projects
* Developed the business with the existing clients
* Introduced and maintained cost control
* Developed and implemented various Operations reports viz. Daily Housekeeping, Weekly Housekeeping, Weekly/ Monthly Stock, Supervisor, Client feedback, etc.
* Re-design the Company Brochure

NETS INDIA  **1999 –2001**

**GENERAL MANAGER**

* Liaison with vendors for negotiating prices and implementing Credit Policies.
* Implementation of Financial System.
* Restructuring the Taxation Planning.
* Ensuring adequate controls & instituting proper payment process.
* Provided guidance and support to the Sales Executives in the business development team in ensuring proactive solutions to the business issues
* Recognize and reward team member’s performance, train and provide leadership to them.
* Motivating & directing Service Engineers so as to retain the existing clients and develop new business opportunity with them.
* Review and implementation of Customer Service operations.
* Invoicing, inventory as well as admin support to sales and service.

**ACHIVEMENT**

Have also assisted in set-up and administration of the computer center for Shiv Kalyan Kendra, a wing of Vishwa Hindu Parishad at Sion Koliwada.

**BOMBAY COMPUTER ACADEMY (A Computer Training Institute). 1992 to 1998**

**CO-FOUNDER**

* Plan and impart training programs.
* Staff training
* Development of course material
* Selection of books for Library and maintenance of the same
* Financial analysis and to Provide support to the Infrastructure Advisory Team
* Ensure adequate financial fund flow
* Provide support to admin and marketing teams
* Man management and re-organizing the staff with a view to provide the necessary marketing thrust and managing the change, out of ever increasing automated environment.

**Other Experiences:**

INFORMATICS COMPUTER INSTITUTE 1991 - 1992

Senior Faculty - (Singapore Based Computer Training Institute)

PANGAL COMPUTER CLASSES PVT LTD. 1990 -1991

Faculty

BUREAUE OF DATA PROCESSING SYSTEM 1989 – 1990

ACCOUNTANT 1986 – 1988

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| --- | --- | --- |
| Qualification |  | B. Com from Mumbai University (1985) |
| Professional Qualification |  | Post Graduate Diploma in Computer Science from BDPS (Oct, 1988)Diploma in Computer Studies from BITS, ICCP University, Chicago (Jan, 1989) |