Hitesh Mahansaria

Accounts Analyst

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Dedicated and results-driven Accounts Analyst with a proven track record of delivering meticulous financial analysis and strategic insights to drive business growth. With a strong foundation in accounting principles and an adeptness with financial software, I specialize in interpreting complex data to provide actionable recommendations. Proficient in conducting variance analysis, budgeting, and forecasting, and I am committed to optimizing financial performance while ensuring compliance with regulatory standards. Known for my analytical rigor, attention to detail, and collaborative approach, I thrive in dynamic environments where my expertise contributes to informed decision-making and operational excellence.

✦ Skills

- Tech-Savvy ◆◆◆◆◆
- Detail oriented with analytical skills ◆◆◆◆◆
- Strategic planning ◆◆◆◆◆
- Problem-solving ◆◆◆◆◆
- Service Orientation ◆◆◆◆◆
- Critical thinking ◆◆◆◆◆
- Relationship building ◆◆◆◆◆
- Adapt to change ◆◆◆◆◆

✦ Work History

Aug 2022 to At Present – Accounts Executive cum Purchasing Assistant
Amzone International Ltd., Saif Zone, **Sharjah, UAE**

- ➤ Maintaining and improving the company's inventory situation by analyzing inventory statistics to determine fast-moving items.
- ➤ Planning and forecasting ordering of inventory such as stock, equipment, and machinery parts.
- ➤ Developed and implemented inventory control systems and practices.
- ➤ Managed all accounting transactions along with logging daily entries by following accounting policy.
- ➤ Reconciling of financial discrepancies by collecting and analyzing account information.
- ➤ Assembled monthly, quarterly, and annual closing statements.
- ➤ Computed VAT liabilities and prepared tax returns.
- ➤ Managed and finalized balance sheets and profit and loss statements.
- ➤ Reconciliation of AP and AR.
- ➤ Constructed MIS reports for management review.
- ➤ Dealing with international suppliers through emails and calls for procurement.
- ➤ Negotiated contract terms and built agreements as per market trends for pricing.
- ➤ Comparing and evaluating offers from suppliers.
- ➤ Keeping updated records of purchased products, delivery information, and invoices.
- ➤ Work out cost analysis statements monthly, quarterly, and yearly basis.

May 2019 – Jun 2022 - Senior Assistant Manager Accounts
Maharashtra Vikas Group, Goregaon, **Mumbai, India**

- ➤ Carried out day-to-day duties accurately and efficiently.
- ➤ Composed various written communications, reports, and documents for management review.
- ➤ Worked within applicable standards, policies, and regulatory guidelines to promote a safe working environment.

- Maintained energy and enthusiasm in a fast-paced environment.
- Worked flexible hours across the night, weekend, and holiday shifts.
- Maintained a professional, organized, and safe environment for employees and patrons.
- Reduced financial discrepancies to minimize threats to the health and productivity of the business.
- Assisted accounting manager and prepared financial statements for the company such as cash flow reports, profit and loss statements, and balance sheets.
- Developed audit analysis and assisted company auditors in all queries.
- Participated in month and year-end accounting close cycles.
- Worked with accounting manager and provided analytical support for various budget processes and prepared monthly financial statements.

Oct 2013 – Apr 2019 – Accounts Specialist
Daya & Associates, Bhayander, **Mumbai, India**

- Reviewed account activity to assess financial status and evaluate discrepancies.
- Input financial data and produce reports using tally ERP software.
- Developed monthly, quarterly, and annual profit and loss statements and balance sheets.
- Handled day-to-day accounting processes to drive financial accuracy.
- Gathered financial information, prepared documents, and closed books.
- Conducted technical and analytical reviews of tax returns to check for accuracy and qualified deductions.
- Reconciled accounts and reviewed expense data, net worth, and assets.
- Prepared and filed tax forms to meet the needs of customers.
- Maintained accurate accounting records including journal entries, accounts payable, and accounts receivable.
- Deliver support to clients for customization in their existing software to improve their reporting standards.
- Built satisfactory professional relationships with existing and new clients.

Aug 2012 – Sep 2013 – Audit Assistant
Moyal & Associates, Bangalore, **Karnataka, India**

- Performed analysis and research to compile data to submit to an auditor for special projects.
- Provided administrative and management assistance to the auditor and directed activities in the office.
- Monitored department compliance with laws, regulations, and codes.
- Developed audit scopes and audit programs.
- Prepared year-end journal entries to prepare for the annual audit.
- Prepared balance sheets.
- Prepared the working of TAX returns and generated online and offline forms which were required as per client & and audit purposes.
- Filled annual returns of VAT and ITR 1 & 4 for multiple clients.
- Prepared to work on VAT assessment and other reports required by the sales tax department to complete assessment.

✚ Education

- ❖ **Bachelor of Commerce: Accounting and Finance** **(2009-2012)**
  Maharaja Ganga Singh University - Bikaner, **Rajasthan, India**

✚ Accomplishments

- ❖ Achieved a target of 3M sale from 11M dead stock (Non moveable) in 6 months by accurate reporting and inventory management.

- ❖ Achieved 100% accuracy in reconcile past 5 years accounts books of Maharashtra Vikas group within 1 month by leading a team of 4.

- ❖ Achieved 100% successful results by completing tally customization plans with accuracy and efficiency.

❖ Software & Technical Knowledge

- ❖ Tally ERP   ◆◆◆◆◆
- ❖ Dynamic 365   ◆◆◆◆◆
- ❖ ZoHo   ◆◆◆◆◆
- ❖ Google Cloud   ◆◆◆◆◆
- ❖ MS-Office   ◆◆◆◆◆
- ❖ AI Tools   ◆◆◆◆◆

❖ Languages

- ❖ Hindi   ◆◆◆◆◆
- ❖ English   ◆◆◆◆◆
- ❖ Marwari   ◆◆◆◆◆
- ❖ Marathi   ◆◆◆◆◆