



### **Personal Information**

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**Date of Birth:-** 7<sup>th</sup> July 1976.

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**Marital Status : -** Married

## **Professional Experience**

**Last Working Company -** ACCL International,  
Kabul, Afghanistan.

**Period -** September 2007 till 15<sup>th</sup> August 2021 at Kabul, Afghanistan  
(After 15<sup>th</sup> August 2021 working place was Dubai, UAE )

### **Job Description – Senior Finance Manager**

#### **Position Description:**

Reporting to the Director of Finance, the Sr. Finance Manager leads all day-to-day accounting operations, with functional responsibility for accounting, accounts payable, payroll, and grants administration. Responsibilities also include production of financial reports; proper maintenance of accounting records; accurate processing of financial transactions; and administration of a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the company's reported financial results, and ensure that reported results comply with generally accepted accounting principles (GAAP), adhere to grants management standards, and result in flawless audits. The Sr. Manager supervises the Accounting and Cashier team in the areas of benefits administration, new-hire onboarding, and other related functions. The Sr. Finance Manager will oversee quality assurance, quality control, and customer service regarding the invoicing process; ensure adherence to proper invoicing procedures; and interpret and clarify invoicing policies.

#### **Management Responsibilities:**

- Provide leadership to finance and accounting areas of the organization.
- Provide useful financial insights to help make better decisions about formulating and executing strategy, and provide guidance and analysis to executive and operational management to improve results.
- Maintain system of accounts and keep books and records on all transactions and assets.
- Prepare and analyze accurate monthly financial and management reports, including income statement, balance sheet, budget and variance, projections and forecast, and cash flow.
- Maintain control of the following areas: general ledger, accounts payable, expense reports, billing, and payroll.
- Administer payroll, using various tools with Conjunction of HR department to deliver flawless payments. Supervise the Accounting and cashier and assign jobs relevant to accounts payable, accounts receivable, new-hire onboarding, benefits administration, and broker relationship management.
- Oversee maintenance of personnel files.
- Assist in the management of grants reporting, compliance, and reconciliation.
- Prepare a variety of ad hoc financial scenarios as requested.

**Transactional Responsibilities:**

- Ensure that all financial transactions are processed accurately, in a timely manner, and in accordance with generally accepted accounting principles.
- Develop, implement, and maintain processes and controls that are current best practices related to transaction processing.
- Manage, oversee, process (as appropriate), and act as backup for processing all of the following transactions: payroll, accounts payable, revenue and expense, fixed assets, cash, bank reconciliations, and allocations.
- Perform month-end closing procedures, including overhead allocations, account reconciliations, and updating schedules. Maintain an orderly accounting filing system.

**Reporting Responsibilities:**

- Assist in issuing timely, accurate, and complete financial statements for all levels, including President, CEO, Directors, executive, and Top Senior management.
- Assist in coordinating the preparation of the draft audited financial statements and all tax returns.
- Coordinate the preparation of financial information in the corporate annual report.
- Recommend and report upon benchmarks against which to measure organizational performance.
- Calculate and issue financial and operating metrics.
- Assist in production of cash flow reports, annual budget, and forecasts.
- Calculate variances from the budget and report significant issues to management.
- Provide for a system of management cost reports.
- Provide financial analyses and models as needed, in particular for capital investments, pricing decisions, and contract negotiations.

**Compliance Responsibilities:**

- Prepare and assist with developing audit schedules for the annual audit.
  - Suggest improvements in processes to increase organizational effectiveness.
  - Gather information for the annual tax return.
  - Oversee state registration filings.
- Knowledge, Skills, and Abilities:**
- Proactive, hands-on manager who will own, in partnership with the Finance Director, responsibility for the Finance Department.
  - Strategic thinker who possesses solid business acumen and is able to organize and manage multiple priorities.
  - Exceptional verbal and written communications skills and the ability to interact effectively with others, both internally and externally.
  - Excellent time management skills, with the ability to perform multiple tasks and meet critical deadlines while maintaining accuracy and quality.
  - Proven ability to make complex and time-sensitive decisions in the best interests of the organization.

## **KEY RESPONSIBILITIES:**

- Daily Bank Reconciliation for all group companies & monthly reconciliation by 5th of subsequent month.
- Oversee the overall administration of Client invoicing, credit, and receivables procedures.
- Analyse & present monthly financial statements and the yearly closing of books for ACCL and its group companies for audit.
- File Excise & VAT returns for all the group companies.
- Monitor monthly progress on gold profitability.
- Ensure Inter-company reconciliation with all group companies.
- Liaise with both internal and external auditors, in compliance with company's legal requirements in the countries in which we operate.
- Ensure through effective supervision, all payments to suppliers, salaries, inter-company operational bank transfers etc. are made in a timely manner.
- Ensure through effective supervision, all receivables due are monitored and controlled and an ageing report is shared every week with the management.
- Liaise with the company's bank in all countries we do business, to ensure a professional relationship is always maintained.
- Ensure transition to new software/ SAP are implemented smoothly & effectively.
- Reviews and approves all reimbursements and fund requests.
- Ensure all payables are timely settled.
- Ensure documents and accounting for all group companies

## **Last Job:-**

Worked as Warehouse In Charge at Primest Support General Trading LLC. Dubai from March 2022 till April 2023

Primest support General Trading LLC. Is sister concern of ACCL International.

- Deals with trading of food stuffs all over Dubai and UAE.
- Having warehouse in Dubai
- Dealing as a warehouse In charge. Looking for Stocks management, back office works, warehouse management, Staff management etc.